

<b>SOLICITATION, OFFER AND AWARD</b>		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING	PAGE OF PAGES 1   166
2. CONTRACT NUMBER	3. SOLICITATION NUMBER DTRT57-05-R-20106	4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)		5. DATE ISSUED 4/25/2005	6. REQUISITION/PURCHASE NO. 25-3248
7. ISSUED BY U.S. DOT/RITA/Volpe Center Acquisition Management Division 55 Broadway, Cambridge, MA 02142		CODE DTS-853	8. ADDRESS OFFER TO (If other than Item 7)		

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder"

### SOLICITATION

9. Sealed offers in original and   \*   copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in                     \*\*                     until   3:00 P.M.   local time   6/9/2005  . \* See L.4.H \*\*See Block 7  
(Hour) (Date)

CAUTION: LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:      ▶	A. NAME  MICHAEL LEARY	B. TELEPHONE (NO COLLECT)			C. E-MAIL ADDRESS
		AREA CODE (617)	NUMBER 494	EXT. 2673	learym@volpe.dot.gov

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### OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within            calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232-8)		10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	CALENDAR DAYS
14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to this SOLICITATION for offerors and related documents numbered and dated):		AMENDMENT NO.	DATE	AMENDMENT NO.	DATE
15A. NAME AND ADDRESS OF OFFEROR		CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)	
15B. TELEPHONE NUMBER AREA CODE    NUMBER    EXT.		<input type="checkbox"/> 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.		17. SIGNATURE	18. OFFER DATE

### AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION	
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c) (      ) <input type="checkbox"/> 41 U.S.C. 253(c) (      )		23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)      ▶	ITEM
24. ADMINISTERED BY (If other than Item 7)		25. PAYMENT WILL BE MADE BY	CODE
26. NAME OF CONTRACTING OFFICER (Type or print)		27. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	28. AWARD DATE

IMPORTANT -- Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

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## SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

### B.1 SUPPLIES/SERVICES AND PRICES – IDIQ

This is an indefinite delivery – indefinite quantity (IDIQ) contract with cost-plus-award-fee and firm-fixed price provisions. All work to be accomplished under this contract will result from the issuance of individual task orders (TO). TOs under this contract will be issued with performance-based statements of work to the maximum extent practicable.

The contractor shall, in accordance with TOs issued by the Contracting Officer (CO), perform work assignments within the parameters of the Statement of Work. It is anticipated (but not guaranteed) that individual TOs will be issued at the beginning of each contract year for a full year's performance of work required under CLIN 0002 and 0003.

The services to be ordered hereunder for CLIN 0002 and 0003 (see Table below) shall be reimbursed in accordance with the provisions of the clauses herein entitled Allowable Cost and Payment (FAR Clause 52.216-7), the terms of which are construed to apply, on an individual basis, to each TO issued. For the purpose of establishing a provisional award fee for each TO issued under this contract, refer to Paragraph B.3 herein entitled Payment of Award Fee- IDIQ.

All orders issued on a firm fixed price basis under CLIN 0004 will be reimbursed in accordance with the terms of FAR Clause 52.232-1, Payments.

CLIN	Supplies/Services	Qty	Unit	Unit Price	Amount
0001	Contract Transition in accordance with Paragraph C.2 of Section C	1	JOB	Firm-Fixed-Price	_____
0002	Contract Management and Administration in accordance with Paragraph C.3 of Section C	1	JOB	Est. Cost Award Fee Total CPAF	_____ _____ _____
0003	Information Systems Support tasks in accordance with Paragraphs C.4 and C.5 of Section C to be performed through individual Job Orders as specified in Section J, Attachment J.3 - Job Order System Procedures	1	JOB	Est. Cost Award Fee Total CPAF	_____ _____ _____
0004	Information Systems Support tasks in accordance with Paragraphs C.4 and C.5 of Section C.	1	LOT	Firm-Fixed-Price	Not Separately Priced

**B.2 LEVEL OF EFFORT – IDIQ (Applicable to CLIN 0003 only)**

The total level of effort estimated to be ordered during the term of this contract for CLIN 0003 is as follows:

<b>Labor Category</b>	<b>Annual Hours</b>	<b>Total (5 Years)</b>
IS Project Manager	20,900	104,500
Subject Matter Expert	20,900	104,500
IS Senior Engineer	73,000	365,000
IS Senior Programmer	35,500	177,500
Senior Systems Administrator	10,400	52,000
IS Senior Analyst	20,900	104,500
IS Middle Engineer	62,600	313,000
IS Middle Programmer	41,700	208,500
Middle Systems Administrator	6,300	31,500
IS Middle Analyst	16,700	83,500
IS Junior Engineer	41,700	208,500
IS Junior Programmer	16,700	83,500
Junior Systems Administrator	4,200	21,000
IS Junior Analyst	10,400	52,000
Technical Documentation Specialist	8,300	41,500
Administrative Specialist	6,300	31,500
<b>Total Level of Effort</b>	<b>396,500</b>	<b>1,982,500</b>

**B.3 PAYMENT OF AWARD FEE – IDIQ**

(a) The award fee specified in Section B herein represents the maximum fee that shall be paid for each respective CLIN under this contract. This fee shall be paid, subject to any adjustment required by other provisions of this contract, in installments at the time of each provisional payment for reimbursement of allowable cost.

(b) A provisional award fee amount shall be established for each TO issued under this contract. The provisional award fee amount established shall be in direct ratio to the total contract CLIN award fee as the total estimated cost established in the TO is to the total estimated contract cost for that CLIN. **The Contractor may bill up to a maximum of 60 percent of this provisional award fee pending final award fee determination.** The amount requested in any invoice for provisional award fee payment shall also be proportionate to the amount of allowable cost identified in that particular invoice.

(c) Provisional award fee payments made during an evaluation period will be superseded by the final award fee determination for that period. If provisional payments for that period have exceeded the amount earned by the Contractor as established by the award fee determination, the Contractor will either credit the next payment voucher for the amount of such overpayment or refund the difference to the Government as directed by the CO.

(d) If the CO determines that the Contractor will not achieve the level of performance commensurate with the provisional rate, payment of the provisional award fee will be discontinued or reduced in such amounts as the CO deems appropriate. The CO will notify the Contractor in writing if it is determined that such a discontinuance or reduction is appropriate.

#### **B.4 CONTRACT LIMITATIONS**

##### **B.4.A MULTIPLE CONTRACT AWARDS**

Not applicable.

##### **B.4.B MAXIMUM CONTRACT VALUE**

The value of all TOs placed under this contract shall not exceed (TO BE COMPLETED AT TIME OF AWARD).

##### **B.4.C MINIMUM GUARANTEE**

The guaranteed minimum is at least \$2,500 worth of orders to be issued under this contract.\*

\*NOTE: This guaranteed minimum amount will be satisfied by the issuance of the first TO under this contract done concurrently with the contract award.

## **SECTION C – STATEMENT OF WORK (SOW)**

### **DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

#### **C.1 GENERAL INFORMATION**

##### **C.1.A. INTRODUCTION**

This contract will provide on-site Transportation Information Project Support (TRIPS) for the Volpe National Transportation Systems Center (Volpe Center) in the Information Systems (IS) functional area.

##### **C.1.B. BACKGROUND**

The Volpe Center is an organization within the Research and Innovative Technology Administration (RITA) of the Department of Transportation (DOT). The Volpe Center, in partnership with sponsoring organizations, provides a broad range of technical research, analysis, and development services to the DOT and other Federal agencies in support of their transportation and logistics-related missions. The Volpe Center is funded directly by sponsoring organizations and, therefore, is responsive to market forces. The Volpe Center performs its role in an environment that demands entrepreneurial initiative to seek out project opportunities and an ability to respond quickly to new and changing sponsor requirements.

The portfolio of 400+ projects performed for sponsors varies in number, scope, and substance over the course of any year. The Volpe Center's staffing strategy uses a combination of Federal and contractor employees to meet the broad range and quantity of skills needed to support projects. Through on-site technical support contracts and other contracts, the Volpe Center can respond to the uncertain requirements of these technical programs by establishing a "pool" of easily accessed professional, technical personnel. This requirement for an on-site support service is currently being met by the on-site Technical Support Services (TSS) Contract No. DTRS57-00-C-10045.

##### **C.1.C. SCOPE**

The objective of this contract is to provide information systems and information technology (IT) professionals capable of meeting the Volpe Center's programmatic requirements. Due to the changing nature of the extensive portfolio of projects, a dedicated workforce must be easily accessible and flexible in terms of the skill sets required. It must be readily responsive to changing customer requirements and quickly provide the specific technical capabilities that will enable the Volpe Center to take advantage of opportunities for new work. This contract also must be managed so that the workforce can be scaled up or down in accordance with changing project requirements.

#### **C.2 TRANSITION (CLIN 0001)**

This requirement is to transition work from the existing on-site TSS Contract to this contract. On a firm-fixed price basis, the contractor shall perform the necessary tasks during the transition period to ensure that the contractor can achieve satisfactory performance on the first day of the initial performance period.



DELIVERABLE:

**TRANSITION PLAN**

The contractor shall provide to the CO and the Contracting Officer's Technical Representative (COTR) a formal detailed Transition Plan, based upon the draft transition plan provided in the contractor's proposal, within two weeks after contract award, covering the following:

1. Identification of key transition personnel;
2. Schedule of activities;
3. Demonstration of understanding of current workload and milestones;
4. Plan for minimizing disruption to ongoing tasks;
5. Plan for mitigating any potential project disruptions;
6. Plan for project staffing;
7. Plan for communications with key stakeholders; (e.g., incumbent contractor management, incumbent staff, COTR, CO, and Volpe job order initiators);
8. Demonstration of knowledge of User Accountability System (UAS) operation and plan for interfacing with UAS;
9. Identification of project management systems for reporting and tracking contract activities; and
10. Demonstration of understanding of and systems for tracking cost recovery.

**C.3 CONTRACT MANAGEMENT AND ADMINISTRATION (CLIN 0002)**

The contractor shall provide Contract Management and Administration services as specified below.

**C.3.A. CONTRACT MANAGEMENT**

This requirement is for overall management of the work to be performed on this contract. The contractor shall provide a management structure capable of performing the necessary technical and administrative management functions required for effective contract performance. The contractor shall provide effective planning, management, quality control, direction, and supervision of the work activities involved and the personnel needed to perform these activities.

**1. TECHNICAL LEADERSHIP**

The contractor shall provide technical support and leadership in information systems and technology that will (1) provide effective project planning, management, guidance, and resources that add technical value to projects and tasks; (2) provide contract-level guidance and oversight to meet project goals on time and with a quality product in accordance with job order requirements; (3) manage to budget and satisfy job order initiators' performance metrics; (4) provide a strong IS capability to support Volpe Center projects (current and future); and (5) identify emerging technologies and methodologies applicable to work performed under the contract, sharing such information with key Volpe Center project managers and promoting the adoption of new technology into its support of the Volpe Center's IS projects.

## DELIVERABLES:

### RED-YELLOW-GREEN (RYG) REPORT FORMATS

Specific report formats and contents for RYG project summary reports shall be recommended by the contractor within 30 days of contract award and shall be approved by the COTR. Content and format of the reports may be modified at the direction of the COTR.

### RYG PROJECT SUMMARY REPORTS

RYG project summary reports shall be submitted to the COTR in electronic format in accordance with guidelines detailed in Section J, Attachment J.2 - Electronic Submission Requirements, and Section J, Attachment J.6 – Red-Yellow-Green Reports. During the contract year, the reports are due on a quarterly basis on the 20th of February, May, August, and November. RYG reports will assess the progress and results on each job order in all aspects of the project, including, but not limited to, scope, funding, cost, schedule, and quality.

### PROGRAM REVIEWS

A Program Review shall be presented orally approximately twice per year for each Volpe Center Directorate Office. The Program Review will be based upon the RYG Project Summary Reports and focus on Directorate work being performed on this contract. A wrap-up briefing shall be provided to the COTR and CO at the conclusion of the Directorate Office Program Reviews.

## **2. PROJECT PLANNING AND MANAGEMENT**

The contractor shall have a strong project planning and management capability that, at a minimum, meets industry standards and is capable of tracking and reporting costs at a level of detail sufficient to support earned value management. The contractor shall provide project management planning and establish processes for coordinating the activities and results of multi-disciplinary teams. The contractor shall maintain and operate a project management system capable of tracking and electronically reporting its labor and other direct costs associated with every job order issued by multiple elements (i.e., job order number, employee, accounting classification), as well as provide visibility into project status for Volpe Center job order initiators. This system shall be compatible with Volpe Center's financial management systems, project management systems, and the UAS system to the greatest extent possible. By the last day of the transition period, the contractor shall have a project management system that is operational and capable of being populated with all Form Zs (VNTSC Form No. 1700.1c and job order information. Once populated, the contractor's project management system shall encompass every job order under the contract, providing accurate visibility into the scope, cost, schedule, and deliverables of each job order.

## **3. PROJECT STAFFING**

The contractor shall maintain the necessary staffing level and labor mix to meet the requirements set forth in Section C and to be flexible enough to respond to shifts in program emphasis and direction with minimal downtime. The contractor shall acquire an understanding of the nature of Volpe Center project staffing requirements and shall commit resources as necessary to support Volpe Center projects. The contractor shall ensure that all Volpe Center requirements are met with appropriately skilled information systems/information technology professionals and that staff turnover is managed with minimal disruption

to the job order effort. At the same time, the contractor shall ensure optimum utilization of its staff members by planning for staff transition from one job order to another with minimal downtime between tasks.

The contractor shall carry out regular evaluations of staff performance, hire and discharge staff as necessary, arrange for appropriate staff training to ensure its resources' skills are up to date with constantly changing technology, and fulfill such other organizational development and human resources functions as necessary to maintain a highly qualified and motivated workforce to support Volpe Center tasks.

#### DELIVERABLES:

##### CONTRACT PROFILE REPORT

Within 10 days of contract award for CLINs 0002 and 0003, the contractor shall submit electronically a contract profile report to the CO and COTR, identifying the employees performing work under the contract for both prime and subcontractor support. The contractor shall update this report as changes occur. An updated report shall be submitted at a minimum of every month by the 10th of the month. The report will include, but is not limited to, the following:

1. Name, office location, telephone number, labor category, security clearance information/risk designation level, and contract hire date of all employees working on the contract;
2. List of individuals with authorized on-site parking;
3. Total contract personnel count;
4. Contract personnel count by company;
5. Contract personnel by task order and labor category;
6. Turnover rates;
7. Name, labor category, and departure date of all employees leaving the contract; and
8. Open personnel/staffing requisition profile.

Content, format, and schedule for submission of the report may be modified at the direction of the CO and/or the COTR.

##### CONTRACT RESUMES

The contractor shall maintain an electronic file of resumes for all employees performing work under this contract, which shall be made available to the Government when requested by the CO and/or COTR.

#### **4. CONTRACT COST CONTROL**

This contract is funded through cost recovery from users of the technical labor. The contractor shall provide data and methodologies for estimating annual costs, demand for labor, rate setting for labor categories, and if applicable, administration of firm-fixed price task orders. The contractor shall track cost recovery, analyze cost and labor utilization variances, support segregation of contract costs across fiscal years, and report to the COTR at the end of fiscal quarters one and two on projected under/over recovery. More frequent estimates may be required in the last six months of the fiscal year. The contractor is required to manage contractor costs effectively so that all costs involved in the operation of this contract during a Federal Government fiscal year (October 1 - September 30) are recovered through the UAS labor rates and other direct costs (ODCs).

The contractor will be provided one or more accounts for all Management and Administrative activities covered by Section C.3 and for activities covered by Section C.4 that are not appropriately charged as direct project labor (e.g., downtime, training, all-employee meetings). These Management and Administrations accounts will be established by the COTR at the beginning of each fiscal year in accordance with the Contract Management and Administration Job Order Plans submitted by the contractor and approved by the COTR. All activities and time charged to these accounts shall be in accordance with the Contract Management and Administration Job Order Plan. Deviations from the plan shall have prior approval from the COTR.

The contractor shall track actual and projected account expenditures for these accounts and shall report to the COTR against the Contract Management and Administration Job Order Plan as part of its cost recovery reporting at the end of fiscal quarters one and two; more frequent estimates may be requested in the last six months of the fiscal year.

#### DELIVERABLES:

##### CONTRACT MANAGEMENT AND ADMINISTRATION JOB ORDER PLAN

At least 20 calendar days prior to the beginning of each fiscal year, a Contract Management and Administration Job Order Plan shall be submitted to the COTR in electronic format in accordance with guidelines detailed in Section J, Attachment J.2 - Electronic Submission Requirements. The plans shall detail activities to be charged to the Management and Administration accounts in accordance with Section C.3 and activities covered by Section C.4 that are not appropriately charged as direct project labor (e.g., downtime, training, all-employee meetings). The job order plans shall propose an estimated number of hours and dollars to be allocated to the account for the fiscal year and their intended purpose.

##### COST RECOVERY REPORTS

The contractor shall track cost recovery and report to the COTR in electronic format in accordance with guidelines detailed in Section J, Attachment J.2 - Electronic Submission Requirements, within 30 calendar days after the end of fiscal quarters one and two; more frequent estimates may be requested in the last six months of the fiscal year.

## **5. QUALITY CONTROL AND CONFIGURATION MANAGEMENT**

The contractor shall be responsible for supervising its technical staff and for assuring technical excellence in all work performed in support of Volpe Center projects. The contractor shall establish effective communication mechanisms to define and document the requirements of the Volpe job order initiators to ensure that all job orders are being performed to a level of quality, schedule, and cost that is consistent with the expectations of the Volpe job order initiators.

The contractor shall have a quality control program to support all aspects of the work to be carried out under this contract. The quality control effort shall include numerical quality goals and objective quality measures for each task as applicable. The contractor shall maintain documented standards for tracking quality, definition of measures, and procedures for timely correction. The contractor shall provide a quality control plan to the COTR within 30 calendar days of the issuance of the task order for CLIN 0003 and annually thereafter with a cover memorandum identifying changes. The quality control plan shall include, but is not limited to, the program's approach to quality control; its policies, procedures, and goals; its organizational responsibilities; and its reporting requirements. A revision to the content and format of the quality control plan may be requested by the CO and/or the COTR.

The contractor shall have a configuration management program that will assure high quality deliverables, establish policies and procedures to maintain effective configuration control on all job orders, and provide a uniform approach to configuration management across the contract. The contractor shall have a configuration management program in place at the time of contract award and shall maintain and improve this program throughout the contract performance period. The contractor shall provide a written description of its configuration management program to the COTR within 30 days of the issuance of the task order for CLIN 0003 and annually thereafter with a cover memorandum identifying changes. The configuration management plan shall include, but is not limited to, the program's approach to configuration management; its policies, procedures, and goals; its organizational responsibilities; and its reporting requirements. A revision to the content and format of the configuration management plan may be requested by the CO and/or the COTR.

Documentation and project deliverables shall be provided in accordance with each job order plan. The contractor shall have the capability to comply with Department of Defense (DoD) and information technology documentation standards. For example, a tailoring of previous standards [DOD-STD-2167A](#) and [MIL-STD-498](#) or the current standard [IEEE/EIA 12207](#) may be used as the basis for documentation requirements. Details involving inspection and acceptance guidelines and project deliverables are provided under Sections E and F.

#### DELIVERABLES:

##### QUALITY CONTROL PLAN - INITIAL AND ANNUAL

The contractor shall provide to the COTR an initial written description of its Quality Control Program within 30 calendar days after the issuance of the task order for CLIN 0003. An annual updated Quality Control Plan, along with a cover memorandum identifying changes, will be submitted to the COTR within 30 calendar days after the end of each contract year. A revision to the content and format of the quality assurance plan may be requested by the CO and/or the COTR.

##### CONFIGURATION MANAGEMENT PLAN – INITIAL AND ANNUAL

The contractor shall provide to the COTR an initial written description of its Configuration Management Program within 30 calendar days after the issuance of the task order for CLIN 0003. An annual updated Configuration Management Plan, along with a cover memorandum identifying changes, will be submitted to the COTR within 30 calendar days after the end of each contract year. A revision to the content and format of the configuration management plan may be requested by the CO and/or the COTR.

### **C.3.B CONTRACT ADMINISTRATION**

This requirement is for the overall administrative support services necessary to support the contract management and technical tasks to be performed on this contract. The contractor shall provide an administrative support team capable of performing the necessary technical and administrative management functions required for effective contract performance. The contractor shall ensure a uniform operation consistent with the Volpe Center's financial management systems and job order system.

#### **1. CONTRACTING OPERATIONS**

The contractor shall prepare and submit contract modification proposals, invoices, and company correspondence; provide appropriate interface with contractor corporate offices; prepare advance notifications to the Government as called for under the contract; prepare subcontracting consent requests;

and negotiate, execute, and administer subcontracts. Guidance on invoice preparation procedures is provided in Section J, Attachment J.1 – Billing Instructions and Procedures for the contractor. The contractor shall maintain a job order cost accounting system that will accumulate costs incurred by labor category for each job order of this contract. Additionally, the contractor shall identify an individual within its management team to act as the primary interface with the Government on all contract-related matters.

## **2. JOB ORDER INITIATION AND CONTROL**

The Volpe Center manages its projects through a job order system. All work to be performed by the contractor shall be in the form of approved job orders. For every job order request received, the contractor shall produce a job order with appropriate supporting documentation, authorization, and certifications. The contractor shall establish efficient and effective job order procedures that assure immediate processing and prompt certification of all job orders. The contractor shall use the Volpe Center's UAS to support this activity. Job order and UAS formats and procedures are described in Section J, Attachments J.3 – Job Order System Procedures, and J.4 – User Accountability System (UAS) Formats and Reports.

The contractor shall maintain a complete central file of all approved job orders issued, which shall be made available for Government review whenever requested by the CO and/or the COTR. A copy of the file with all job orders issued during the period of performance of the contract shall be turned over to the Government at the expiration of the contract.

The contractor shall ensure that charges against approved job orders do not exceed authorized funding levels. The contractor shall issue appropriate notification to the Volpe Center job order initiators on each job order approaching 75 percent funding limits. (Note: Notification to job order initiators under this clause does not relieve the contractor of its responsibility to notify the CO under the Limitation of Costs of Funds Clauses incorporated in Section I of this contract.)

### **DELIVERABLES:**

#### **FORM Zs AND JOB ORDER PLANS**

The contractor shall develop Form Zs and/or job order plans (including changes in plans for existing job orders) for each job order issued under the job order system. The job order plans will follow the guidelines of the job order system detailed in Section J, Attachment J.3 - Job Order System Procedures. These plans may be modified by the CO, COTR and/or the job order initiator (for a specific job order).

#### **CENTRAL JOB ORDER FILE**

The contractor shall maintain a central job order file on all job orders issued. The file shall contain a complete record of all activity and support provided under that job order, including Form Zs, job order plans, status reports, memos, reports, and an inventory of all software and other deliverables. The file shall be made available when requested by the CO or COTR and shall be turned over to the Government at the expiration of the contract.

#### **INITIATOR FUNDING REPORT**

On a weekly basis, the contractor shall electronically submit to all Volpe Center job order initiators a funding report that provides the status of their job orders. The report shall be sent via e-mail to Volpe Center job order initiators and shall provide job order number, job order title, name of contractor lead, job order cost estimate, expenditures to date, remaining balance, percentage complete, and estimated weekly and monthly burn rates on the job order.

## STATUS REPORTS

For each job order issued under the job order system, the contractor shall submit status reports in electronic format, in accordance with guidelines detailed in Section J, Attachment J.2 - Electronic Submission Requirements. Status reports shall be submitted to the job order initiator and COTR at intervals as specified in the job order, but at a minimum quarterly by the 10th business day of February, May, August and November. In addition to other information specified in the job order, status reports shall contain the following in narrative form:

1. A brief description of project and job order objectives;
2. Highlights of work accomplished, including a self-assessment of performance relative to the measures established in the original job order plan;
3. Significant findings, problems, delays, events, trends, etc. during the reporting period that affected performance of the job order to date and may affect performance of remaining work;
4. Specific action(s) requested by the Government to assist in the resolution of any problems identified;
5. Modifications to the job order plan, including changes to objectives, services to be provided, assumptions, deliverables, major milestone schedule, cost estimate, and performance measures; and
6. Items of special interest as requested by the COTR and/or the job order initiator.

## 3. FUNDS CONTROL AND ACCOUNTABILITY

The contractor shall reconcile all invoiced costs for labor, travel, training, and overtime premium with the UAS. This will coincide with preparation and verification of the UAS input files; preparation of contract labor reports; reconciliation of contractor and subcontractor timecards and labor delivery records; and reconciliation of travel, training, and overtime premium charges with the UAS.

### DELIVERABLES:

#### CONTRACT LABOR REPORT

The contractor shall submit in electronic format, in accordance with guidelines detailed in Section J, Attachment J.2 - Electronic Submission Requirements, a detailed labor report reflecting current (coinciding with UAS cycles) and year-to-date utilization of resources expended under the contract for both prime and subcontractor support. The report shall be submitted to the COTR on a monthly basis by the 10th day of the month. The report shall address by CLIN the following:

1. Direct UAS recoverable labor hours delivered and direct labor cost by labor category;
2. Non-recoverable labor hours delivered and labor cost segregated by downtime, administration, management, and other by labor category; and
3. ODCs incurred.

#### UAS INPUT FILES

The Volpe Center will manage the operation of an automated UAS for identification and reporting of all resources planned and expended against job orders issued under the contract. The contractor shall provide the necessary input files for processing on a weekly basis in accordance with the specifications provided by the Volpe Center UAS System Manager as detailed in Section J, Attachment J.4 - User Accountability System (UAS) Formats and Reports.

#### **4. ADMINISTRATIVE SUPPORT**

The contractor shall provide administrative support and services essential to meet overall contract requirements and project performance requirements. These services include, but are not limited to, managing requests for network desktop support and telephone service, travel and overtime arrangements, property management, storage and retrieval of classified material, security clearances, employee entrance/exit processing and badging, shipping and receiving, and acquisition of office supplies and necessary telecommunications devices and services (e.g. cell phones, pagers) to perform under this contract. All telecommunications devices and services shall be used for official business only. The contractor shall ensure the proper care and protection of office equipment and property, including telecommunications equipment, assigned to it under this contract.

##### **DELIVERABLE:**

##### **PROPERTY REPORTS**

At the beginning of the contract, the contractor will be provided with a master schedule of all Government-furnished property (GFP) turned over to its control (see Section J., Attachment J.8 - Government-Furnished Property List). The contractor shall maintain a current property listing and shall perform an annual physical inventory. The contractor shall provide to the CO and the COTR by September 15th of each year the resulting, reconciled inventory schedule of all GFP under the contractor's control, together with explanations of changes (e.g., additions, deletions) from the original or annually updated master schedule. Explanation of changes shall comply with Section I, FAR Clause 52.245-5 when applicable.

#### **C.4 INFORMATION SYSTEMS (IS) SUPPORT (CLIN 0003)**

##### **C.4.A. INTRODUCTION**

This requirement is to provide IS services to support a variety of Volpe Center transportation and logistics projects.

##### **C.4.B. GENERAL REQUIREMENTS**

The contractor shall provide staff resources capable of performing the necessary IS functions in response to job order requests presented by a variety of Volpe Center job order initiators through the job order system. Job order scope, cost estimates, and performance periods vary widely; historically, some job orders have averaged more than 30 labor years per year and some less than 1 labor year. Periods of performance can range from several weeks to the length of the contract.

This functional area supports a broad project base, covering every mode of transportation, a wide variety of sponsoring organizations, and a wide range of IS sub-areas. Work addresses strategic and detailed technology assessments; requirements analysis; concept development, architecture design, and alternatives analysis; software design, development, testing, and integration; database design and development; system deployment; system operational support; system facility support; and IS security requirements, including security design, information assurance, operational security, disaster recovery, and continuity of operations planning, testing, and execution. Services will cover the full spectrum of IT projects from stand-alone applications to large-scale, integrated worldwide systems, including, but not limited to, transportation, safety, and logistics management information systems.



The contractor shall provide corporate/contract knowledge-sharing mechanisms and staff with capabilities and experience relating to: (1) existing technologies/methodologies that address current logistics and transportation issues; and (2) cutting edge technologies and methodologies that show promise in transforming the transportation/logistics enterprise during the life of this contract. The work requirements outlined below will be performed in support of transportation and logistics functions. The contractor must bring a strong knowledge of and experience in transportation and logistics functions to these IS tasks. Volpe Center projects require specialized knowledge of a wide variety of national transportation system modes (i.e., aviation, surface transportation, marine, and rail systems).

#### **C.4.C. FUNCTIONAL SUB-AREAS OF WORK**

The following sub-areas are included as part of the overall IS support requirement:

1. Project Management and Control;
2. System Framework;
3. System Concepts, System Development and Maintenance, and Deployment;
4. Facility and Operations Support;
5. Information System Security; and
6. Technology Assessments and Modernization.

The descriptions that follow outline general work requirements typical in each sub-area, not actual tasks.

##### **1. Project Management and Control**

Under this sub-area, selected management approaches and control mechanisms must be tailored at the job order level to the development methodology chosen and must comply with the formal requirements of Volpe Center sponsors. The chosen management approach must establish a framework for coordinating the activities and results of multi-disciplinary teams. Support is required to (1) institutionalize the project management process; (2) implement adequate measures of performance; and (3) execute continuous improvements.

Also under this sub-area, support may be required in the establishment, development, and implementation of strategies and methods to plan and monitor project and task execution. These activities may require an integration of cost, schedule, quality, and other data of various stakeholders. For example, the contractor may be required to implement a system for tracking Earned Value (EV) at the project or job order level where a variety of parties are responsible for accomplishing work items, or to provide data supporting EV analysis in an electronic format that can be used for analysis by common work productivity tools (e.g., Microsoft Excel, Access, Project).

Support may be required in the development of project management documents that tailor existing or planned Volpe Center standard templates, policies, and procedures. Typical documents include the Project Management Plan, Work Breakdown Structure (WBS), Schedule, Risk Management Plan, Test Plan, Security Plan, Quality Management Plan, and Configuration Management Plan. Support may include the review and analysis of planning and reporting documents from other contractors in order to assist in performance tracking, change management, and quality management activities.

##### **2. System Framework**

Under this sub-area, support may be requested for the formulation, execution, and management of strategic and tactical plans supporting the definition of clear business goals and objectives, identifying risk factors and mitigation strategies, identifying and selecting appropriate IT architectures, developing

operational concepts, and aligning the use of IT with Departmental and/or Agency strategic goals and architectures. Such projects may require extensive, technology-supported collaboration among geographically-dispersed participants. Typically, this work includes performing environmental scans, supporting outreach activities to customers and stakeholders, and developing an assessment of the market and other institutional forces that drive the organization's mission and functions. Work may also require identification of information flows, systems, and business processes within an organization through specialized studies, reviews, and analyses. In addition, efforts may require assessment of effectiveness and suitability of systems (particularly of new and emerging systems) and knowledge and application of best practices and of metrics for measuring system and process effectiveness. System framework activities will include, but are not necessarily limited to, the following areas:

**a. Strategic Planning**

When performed as an integral part of an IS task, skills may be required to help sponsoring organizations address broad, long-term (i.e., 5-10 years) and near-term issues (i.e., 1-5 years) and focus on critical functional goals and objectives.

**b. Information System Architectures**

In the life cycle evolution of IS tasks, skills may be required to help sponsoring organizations develop long range (i.e., 5-10 years) and near term (i.e., 1-5 years) business and technical architecture plans for IS investments that conform to business goals, transform the organization, and meet client acceptable risk levels. The plans will be used for the analysis of existing systems and the implementation of future systems. These architectures will provide a basis to develop and maintain systems, subsystems and modules in a predictable manner. Such plans may address enterprise models, data architectures, application software architectures, hardware and network architectures, and systems technology architectures, such as the OMB reference models, for guiding long-term system planning, development, and technology insertion.

**c. Project Planning**

Skills may be required to help sponsoring organizations define, initiate, and manage individual projects consistent with strategic information systems architecture planning. Such projects may involve detailed definition of new/revised systems (including process change and technology alternatives) as well as minimum critical requirements, systems performance analyses, deployment strategies, risk identification, and mitigation analyses. An essential result of this phase is the decision of whether or not to proceed with the implementation of technology and/or work system changes and a plan for executing these changes.

**d. Organizational Integration**

Skill sets for this area may include the ability to perform analysis, design, development, and implementation of organizational structural changes that encourage coordination and cooperation among multiple units to gain from technical or functional integration. Skills may be required to help organizations obtain maximum benefits from technologies and systems promoting information sharing. Skills also may include experience with migration to n-tiered web-based technology, workflow automation, internet and intranet content management, and multimedia interactive training.

### **3. System Concepts, System Development and Maintenance, and Deployment**

Under this sub-area, support may be required in the definition and development of prototype concepts and in the definition, development, and maintenance of stand-alone and integrated systems and/or applications. These may be executive information systems, decision support systems, analytical and logistics support systems, transaction-processing systems, modeling and/or simulation systems, or command and control systems. System components can be COTS products, non-developmental items, and/or custom-developed components. Capabilities are to be provided throughout the sequence of life cycle phases of IS development.

Support may be required for the installation, integration, and deployment of existing and proposed information systems. This support may be required for single systems or multiple information systems. This support may be applied within a large complex system development effort or across many such systems. This support may also cut across transportation modalities and involve commercial off-the-shelf (COTS), non-developmental items, and/or custom-developed components. Integration may evolve over time during the migration from the existing systems infrastructure to the proposed systems architecture. Specialized deployment plans and risk mitigation strategies are developed as part of the overall project plan.

Systems concept, system development and maintenance, and deployment activities may include, but are not necessarily limited to, the following functions:

#### **a. System Analysis and Planning**

Skill sets may be required to support system and application analysis and planning activities. These include the development of application architectures and analysis of system components and their inter-relationships. Typical activities in this area may include, but are not limited to, analyzing current systems and operations; developing alternative system and software solutions (including existing commercially and/or Government available software/systems), developing high-level conceptual designs; performing feasibility studies and cost benefit analyses; performing function point analysis; developing system implementation plans; and identifying applicable Government standards, policies, and guidelines.

#### **b. Requirements Analysis**

Skill sets may be required for the definition of software functional requirements, data requirements, and other requirements (e.g., usability, performance, security, user interface, etc.) resulting from structured, logical analysis of entity relationships, functional and information flows within the enterprise, process and organizational modeling, functional modeling and analysis, inventory of existing data stores, end user surveys and workshops, and other related concepts. Work may involve detailed analysis of complex transportation and logistics IS. Requirement details alternately may be accomplished in a rapid prototyping environment such as Joint Application Development (JAD).

For multiple information systems, requirements analysis activities may include functional, data, and technical integration functions. For functional integration, skill sets may be required to perform an analysis of and define the requirements for compatible functional interfaces between or among the functions performed on separate systems or within major modules. For data integration, skill sets for this area may include the ability to perform reconciliation of semantically and structurally inconsistent information and data element definitions across

multiple systems or system modules. For technical integration, skill sets may be required to develop requirements for compatible logical and physical interfaces between systems or subsystems, including requirements for local and wide area network (LAN and WAN) systems.

Skill sets in this area may be required to perform an analysis of and define the requirements for logical and physical system security needs, including security requirements for compliance with system Certification and Accreditation (C&A), disaster recovery, and continuity of operations plans.

**c. Design of Information Systems and Work Systems**

Skill sets may be required for developing a description of the hardware, software, data, and systems configurations that satisfy functional and data requirements and other considerations, including cost constraints, available technologies, and associated price/performance realities. Designs will address data structures, process modeling, process automation, user interfaces, security constraints, and compatible functional interfaces between or among the functions performed on separate systems or within major modules. Software, database, and hardware design specifications developed in accordance with applicable standards (e.g., [MIL-STD-498](#), [IEEE/EIA 12207](#), Internet Engineering Task Force, or other accepted commercial standards), along with general workflow specifications, would be primary products of this activity. As with requirements analysis, software system design may be accomplished in a rapid prototyping environment such as JAD.

Skill sets may be required for technical integration, including the ability to design compatible logical and physical interfaces between systems or subsystems, including the internet and LAN and WAN systems.

**d. Concept Design, Development, Test and Evaluation**

Skill sets may be required for the design, development, and testing of new IS concepts or concepts of operations for transportation and logistics information systems. The concept test and evaluation area requires skill sets for test planning, test execution, and test evaluation to assess compliance with the functional, data, technical, and security requirements established within the conceptual system baselines. Activities in this area may include the definition of new IS technologies and processes and building and testing new IS concept prototypes that explore the viability of implementing new tools, techniques, and processes into the sponsor's environment. A concept development project may incorporate "cutting edge" technology insertions into new or existing IS functionality (e.g., new decision support tools) or it may evaluate significant technology changes or upgrades to sponsor legacy systems (e.g., migration from client-server to web-based functionality).

**e. System Development and Integration**

Skill sets may be required for the development of new systems or for the integration of existing system components. Skills in this area require knowledge of different database systems, various coding languages, and a variety of user interface techniques (character mode, client-server windows, web-based pages) for software development. System development activities may require the implementation of tools and techniques for component configuration management, error correction, special system diagnostic support, performance improvement, and capacity management. System integration activities may include technical integration functions. Skill sets

for this function may include the ability to perform development of compatible logical and physical interfaces between systems or subsystems, including LAN and WAN systems.

System development and integration skills also may require experience with Internet, intranet, personal web, portal and desktop based information systems and databases. In this area, skill sets may be required for developing visual interfaces; publishing interactive web-based applications; developing stand-alone desktop applications; developing applications for collecting, displaying, and storing data; and developing database driven programs as well as the associated skills needed for programming, managing, administering, and maintaining such applications. This may require support to develop user interfaces (UIs), logos, overall site branding schemas, and style guides, along with connecting the UI to the middleware and back-end programming elements. Skill sets related to the development of applications using commonly used concepts, practices, and procedures related to web site usability and accessibility (Section 508) also may be needed.

**f. System Test and Evaluation**

Skills may be required to perform unit-level, module-level, and system-level testing of functional software system components, system interfaces, and underlying database processes; logical and physical interface tests for technical component integration; and system security tests. The test and evaluation area requires skill sets for test planning, test execution, and test evaluation to assess compliance with the functional, technical, and security requirements established as baselines, process guidelines, and standards in the requirements and design phases (National Institute of Standards and Technology (NIST), DOT, Department of Defense (DoD), Volpe Center, Section 508 accessibility).

**g. Documentation**

Skills may be required to develop and maintain system documentation and/or models throughout all phases of the development process. Some documentation may need to be secured (both hard copy and electronic). Documentation requirements (paper or multimedia) may include, but are not limited to, concepts of operations; requirements analysis; feasibility study/cost-benefit analysis; system/subsystem design specifications; system test and acceptance procedures; user manuals; system administrator-level or operator-level operations and maintenance manuals; configuration control procedures; training manuals; disaster recovery plans; continuity of operations plans; help desk policies and procedures; and system operation policies and procedures.

**h. Software and Database Maintenance**

Skills may be required to provide maintenance support for various sponsor software applications and databases. Typical activities in this area may include, but are not limited to, systems analysis and programming in response to production/execution failures; management of change requests, testing authorized changes, and implementing changes made to the software; design and implementation of modifications made in response to hardware/software technology upgrades, new operating procedures, operating system changes, or DOT/Volpe guidelines and/or directives; design and implementation of modifications and/or enhancements made in response to approved functional requirements; performance evaluations to determine potential areas of improvement; and maintenance and upgrades to system and user documentation.

**i. Configuration Management and Quality Assurance**

Skills may be required to perform software configuration management and software product evaluation for quality assurance. The software configuration control support may need to provide accounting, audits and tracking of all of the software products throughout the lifecycle. Typical activities in this area may require skill sets that include, but are not limited to, providing a configuration identity scheme for each unique software project; tracking project-unique software productions (e.g. computer files, electronic media, documents, software code); establishing and implementing configuration control procedures for access and tracking of change requests, implemented changes, and version control; preparing and maintaining records of the configuration status of items under configuration control; providing support for configuration audits; establishing and implementing procedures for packaging, storage, handling, and delivery of software products; establishing quality objectives in conjunction with the sponsor and/or Volpe Center job order initiator, and evaluating software based on the context of the quality objectives established for each software project; preparing, maintaining, and providing quality assurance records for the life of the project where no job order standards have been prescribed. Activities in this area will be based on or conform to guidelines provided by Configuration Management and Quality Control Plans developed by the contractor.

**j. Site Installation**

The physical installation of the new software, database, hardware and communication infrastructure may be critical to the success of IS effort. Skill sets may be required to support the installation of network capabilities (from stringing cables and installing network hubs to network software configuration), installation of system physical security components and site customization and set up of hardware, software, and security components such as access control and intrusion detection.

Skills may be required to support organizations' IT infrastructure by specifying, acquiring, configuring, installing, integrating, and testing all required components, computers, facilities, equipment, and systems; providing training; and furnishing integrated logistics support.

**k. System Deployment**

This area encompasses several activities that are needed to support system deployment. Activities in this area generally are targeted to transfer operations and information about the new system to a variety of stakeholders to establish the operational status of the new system. Skill sets in this area may be required to support end-user, operator, and administrator training (paper or multimedia); data conversion process development and implementation; communication of the operational status of the new system to personnel responsible for interfacing applications and systems; support for system C&A; and support for the development of system disaster recovery plans and continuity of operations plans.

Skill sets also may be required for the short-term management and operation of system facilities and users during start-up operations or initial system integration. Configuration management, error correction, special system diagnostic support, performance improvement, and capacity management are examples of activities included in this phase for which skill sets may be required.

#### **4. Facility and Operations Support**

In this sub-area, support may be required for the operations and management of a sponsor's IS assets, including, but not limited to, hardware support, computer operations support, and help desk support. Varying levels of coverage are required, ranging from support during "traditional" work hours (7 a.m. to 5 p.m. five days per week) to continuous 24-hours-a-day, seven-days-a-week (24x7) support. Support also may be needed to staff and manage help desk services for facility operations, systems, and individual software applications. Sub-areas may include, but are not necessarily limited to, the following functions:

##### **a. System Operations and Administration**

Skill sets may be required to support, operate, and administer a sponsor's IS assets. Assets vary by sponsor organization and may include enterprise class and minicomputer systems in a clustered or distributed network, special purpose computer systems, application development hardware/software platforms, and web/application servers. Typical activities in this area may require skill sets that include, but are not limited to, providing up to 24x7 operations support of the IS assets; providing support for operations during "operator-unattended" mode for operations that are not 24x7; installing and configuring new system platform acquisitions with the required operating system and application software and databases; and coordinating networking, security, and application system issues with the respective technical staff contacts prior to connection to the sponsor's network; training and cross-training technical support staff in the essentials of the various system configurations as well as their associated subsystems; testing and implementing new versions of host operating systems, system software, data patches, and security patches; monitoring system performance; identifying system bottlenecks or abnormalities, and offering suggestions for improving system performance; initiating remedial hardware/software maintenance action and initiating failure recovery procedures when failures occur or there are indications of impending failure; ensuring file integrity through the performance of daily/weekly/monthly back-up, fail-safe, and file recovery procedures based on Standard Operating Procedures (SOPs); implementing physical and information security and safety procedures and revising the procedures when new policies are issued; making recommendations to enhance reliability and availability to end users and reduce operating costs; operating and maintaining peripheral subsystem equipment; maintaining logs and records; maintaining, managing and controlling a data media library for the storage of essential file back ups both at on/off-site locations in accordance with sponsor's/DOT policies; administering procedures for establishing and terminating institutional system user accounts and associated privileges; establishing system/user authenticators and allocating systems resources; performing daily monitoring of systems activity to ensure that the integrity of system's use is maintained in accordance with the sponsor's/DOT IS security policies and procedures; and establishing preventive maintenance schedules and ensuring that preventive maintenance schedules are met.

##### **b. Facility Security**

Where the Volpe Center provides system operations and administration of a sponsor's IS assets, support for facility security activities may be required. Activities in this area may require skills that include, but are not limited to, ensuring that programs follow the sponsor's/DOT's procedures and policies; performing periodic reviews and assessments of all sponsor-managed systems to ensure that such systems do not jeopardize the security of the sponsor's IS resources and that systems are fully compliant with IS security policies, guidelines, and procedures; establishing and maintaining an inventory of sponsor-managed IS assets and network-connected systems; performing a vulnerability assessment of all sponsor-managed IS assets and providing

technical guidance for their remediation, if results warrant; executing response team procedures for information security incidents, including reported virus infections or damage; addressing and reporting on information security incidents associated with sponsor-managed IS assets; ensuring that ongoing updates to the sponsor's SOPs are accomplished relative to information security elements when policy or technology changes warrant; preparing input for submissions to annual and ad-hoc "calls" for system security information by sponsors; preparing and maintaining an ongoing multi-tier virus detection and remediation program for all sponsor-managed IS assets; performing ongoing monitoring of sponsor-managed IS assets; and providing assistance with the development, maintenance, and test execution of system disaster recovery plans and continuity of operations plans.

**c. Help Desk Support**

Skill sets may be required to support, maintain, manage, and/or administer help desk facilities for local and remote end-users of facilities and/or systems managed for a sponsor. Typical activities in this area may require skill sets that include, but are not limited to, operating and managing the performance of a full-featured help desk to handle calls about problems with computing resources, software applications, databases, and/or systems that require up to continual 24x7 support; establishing, using, or maintaining an automated database system for recording, tracking, and reporting problems and subsequent resolutions; providing status reports on help desk activities; integrating and coordinating help desk activities with the sponsor's network, desktop, or e-mail functions, as appropriate, to ensure timely and effective accomplishment of required services; developing, updating, and maintaining policies and procedures for help desk operations in conformance with sponsor documentation standards; providing end-user follow-up on problems to confirm and document problem resolution; and providing guidance and recommendations on new help desk technologies.

**5. Information System Security**

IS security is critical to all of the Volpe Center's sponsors. Nearly all of the IS development, deployment, and operational facility projects performed by the Volpe Center require the assurance of data and system integrity provided by secure systems. Information systems need to comply with a wide variety of cyber security orders, regulations, and Public Laws such as: the Federal Information Security Management Act (FISMA); the President's National Strategy to Secure Cyberspace (February 2003); Volpe Center Order 1640.6 - Information Systems Security; DOT Order 1350.2 - Departmental Information Protection Planning; NIST Special Publication 800-37 - Guidelines for the Security Certification and Accreditation of Federal Information Technology Systems; NIST Special Publication 800-53 - Recommended Security Controls for Federal Information Systems; and FIPS 199 - Standards for Security Categorization of Federal Information and Information Systems.

In addition to IS security requirements referenced elsewhere in Section C.4., IS security support requested by the Volpe Center may include, but is not limited to, the following areas:

**a. System Security Analysis and Evaluation**

Skill sets may be required to perform an analysis and evaluation of IS software applications, subsystems, and components to identify security risks. This includes an assessment of system vulnerabilities, risk levels, and remediation options to remove security risks. The analysis and evaluation phase may include a risk assessment of the overall system, data sensitivity analysis, and vulnerability assessment; identification of remediation actions and control mechanisms commensurate with data sensitivity findings; the test and evaluation of established controls;



access control and intrusion detection; and recommendations for contingency and disaster recovery planning. The analysis and evaluation should provide feedback on the use of techniques and tools to increase the security of the system such as the incorporation of specific hardware and software tools, protocols, secure networks, and communications; Public Key Infrastructure (PKI); and data and message authentication algorithms.

**b. System Security Plans**

Skill sets may be required to develop and/or maintain system security plans based on the system security analysis and evaluation and for providing input into the maintenance of the plan. The plans should provide a snapshot of the security posture of operational systems and plans to mitigate any existing vulnerabilities. The system security plan identifies the management, operational, and technical security controls for the system. The system security plan identifies the security requirements and describes the security control measures in place or planned for meeting those requirements. The system security plan also delineates responsibilities and expected behavior of all individuals who access the system. Input for plan maintenance may include the identification of criteria for performing a periodic security analysis and risk assessment and disaster recovery exercises.

**c. System Security Documentation**

Skill sets may be required to develop and/or maintain system security documentation in conformance with job order requirements. This activity may include, but is not limited to, the development of specific application system security plans, a security risk assessment plan, and supporting documentation for application(s) to obtain C&A. The plans require performance of risk assessment, data sensitivity analysis, vulnerability assessments and remediation actions, identification and establishment of control mechanisms commensurate with data sensitivity findings, documentation of security test criteria for established controls, possible assistance with documentation for disaster recovery and contingency planning, and documentation for C&A in accordance with DOT and/or sponsor policy and guidelines.

## **6. Technology Assessments and Modernization**

In this sub-area, in addition to specific project assistance, support may be required in the assessment of new Information System Development (ISD) methodologies and tools, new technologies, standards, and software and hardware for use in future system designs. Sub-areas skills may include, but are not necessarily limited to, the following functions:

**a. Information System Development Methodology Assessment**

Skills may be required for the identification, assessment, development, and implementation of new and improved approaches to information strategic planning, return-on-investment analysis, and systems development and integration. New approaches are becoming available as a result of research and the availability of more powerful equipment, software, and group facilitation methods. Assessment and evaluation of these new developments and industry best practices represent an essential capability within this area.

**b. Technology Assessment**

Skills may be required to evaluate the emergence of new computer equipment and peripherals, enterprise communications systems, new operating systems, applications software, and other technologies (e.g., electronic commerce, object technology, smart cards, wireless (WiFi), access control and intrusion detection) plus technologies such as those highlighted in the Special Emphasis Areas (reference Section C.4.D.). These products are integral to the improvements in the transportation enterprise. This may require skills in the assessment and evaluation of new products and methods of technology application, including technology directions relevant to the Volpe Center projects.

Skills may be required with technology insertion and enabling technologies, including automatic identification technology (AIT), radio frequency identification devices (RFID), smart cards, card readers/terminals, and integration and customized services such as cameras, signal transmission media, monitors and peripherals, access control technologies, video recognition technologies, biometrics, and other data carrier and associated acquisition devices.

**c. Standards Assessment**

Skills may be required for the development of scalable, evolutionary systems in which the risk of obsolescence is minimized. This development approach requires the assessment of and adherence to a wide variety of standards, including, but not limited to, the digital interchange of text, image, audio, video, voice, and traditional data; general-purpose multi-user operating systems; and digital communications. This approach may require support to interpret and apply existing and emerging standards, including analysis and documentation to support a role as a participant in standards development.

**d. Methodology Application and Software Process Improvement**

The Volpe Center may require support in its efforts to improve its awareness of and capability to apply particular ISD methodologies or to apply the guidelines or industry-wide standards such as the International Standards (ISO-9000) or the Software Engineering Institute's Capability Maturity Model Integration (CMMI). Skills may be required for the preparation of project management plans and documents that follow designated methodologies or standards; the preparation of such documents as tailored process guidelines, risk management plans, and software process improvement plans; or working with Volpe Center software development projects toward achieving ISO or CMMI compliance or compliance with internal Volpe Center process improvement initiatives.

**C.4.D. SPECIAL EMPHASIS AREAS**

Following are several areas of special emphasis that are representative of recent IS engineering tasks.

**1. Networking And Communications (National And International Standards)**

Digital communications technology is rapidly increasing in power and flexibility. As a result, demand for easier, faster, and higher-capacity communications is growing. Work within this area is expected to focus on the development and analysis of network architectures and communication technologies and standards.

## **2. Information Distribution, Warehousing, and Distributed Databases**

Projects at the Volpe Center increasingly deal with the storage and dissemination of large quantities of data to remote locations. The geographical de-aggregation of information is essential to large organizations like the Federal Aviation Administration (FAA), the Department of Defense (DoD), and the U.S. Coast Guard (USCG). Database technology is approaching the capability of providing full database services over a dispersed heterogeneous network of computers. As this technology becomes available, its application to projects may be a high priority. Under this area, technical support is needed to determine the concepts, applications, and methodologies for distributing information.

For information distribution and warehousing, data management support may be required, including requirements analysis, design, development, installation, operation, and maintenance of data warehousing systems, decision support systems, and distributed databases. Technical services and database management support may be required in support of data collection, preparation, coding, transcription, entry, and processing. Data may be collected from a variety of sources, including interviews, documentation review, and electronic media.

## **3. Artificial Intelligence (AI)/Expert Systems**

Projects at the Volpe Center increasingly consider the application of AI as a means of meeting project requirements. Expert systems, voice recognition, semantic inference, virtual reality, and robotics capabilities are in greater and greater demand. In this area, technical support is needed to determine the feasibility of using AI approaches in customer applications (e.g., distribution, fault detection, and asset management).

## **4. Geographic Information Systems (GIS)**

The Volpe Center currently uses GIS to conduct a wide variety of transportation-related analyses at the local, regional, national, and worldwide levels. An increasing number of Volpe Center projects are coming to rely on these technologies to support various aspects of the decision making process. Technical support is needed to use COTS GIS software to work with existing geospatial datasets, develop new geospatial datasets, and conduct complex geospatial analyses, resulting in cartographic, tabular, and statistical products. Customization of COTS GIS software may also be required for developing custom GIS desktop or web based solutions.

## **5. Transportation System Analysis**

When performed as an integral part of an existing IS task, support may be required to address sponsoring organizations' specific business, economic and/or institutional issues as they relate to the sponsors' domain or specific transportation operation. In this area, support is needed to (1) conduct requirements analyses for the design, development, implementation, deployment, or maintenance of IS; (2) address economic and/or financial considerations associated with the design, development, implementation, deployment, or maintenance of an IS; (3) conduct business case analyses and/or organizational productivity analyses associated with the IS task or system at hand; and (4) measure performance, effects, and results of IS tasks and systems. This support, performed as an integral part of an existing IS task, requires gathering, compiling, and analyzing data and applying an understanding of transportation operations and systems, as well as stakeholder and end-user community needs and current operations. It requires expertise in transportation industry analysis as specifically applied to IS design, development, implementation, deployment, and maintenance.

## **C.5 LABOR CATEGORY DEFINITIONS AND PERSONNEL QUALIFICATIONS**

The following labor categories and qualifications depict the types of personnel that typically shall be provided in support of CLIN 0003.

Experience is considered qualifying when it is progressively responsible; is in areas directly related to the functions and level of the labor category; and clearly provides the candidate with the ability to perform successfully the duties of the position after a normal orientation period.

Education is considered qualifying when it is obtained from an institution appropriately accredited by an organization recognized by the Secretary, U.S. Department of Education.

### **IS Project Manager**

#### **Functions:**

The IS Project Manager performs IS project management for a very large job order or several smaller job orders related to transportation and logistics systems. The IS Project Manager is responsible for the overall project management of the job order(s), and for ensuring that the technical solutions and schedule are implemented in a timely fashion.

From an administrative perspective, the IS Project Manager works with the Volpe Center job order initiator to plan, organize, staff, direct, manage, and report the work performance of the contractor staff to ensure that schedules, staffing, and budgets are appropriate for accomplishing project objectives. This includes defining suitable job order performance measures, quality standards, security requirements, and configuration management requirements; identifying project risks, risk triggers, and risk mitigation strategies; and providing support for evaluating project cost and schedule progress.

From a technical perspective, the IS Project Manager has a strong knowledge of and experience in the principles and activities related to the development of transportation and logistics IS. This includes knowledge of Federal standards and other guidelines related to the development of secure systems (facility, network, data) and Section 508 compliant systems. The IS Project Manager is responsible for providing technical and subject matter guidance to project staff, including (but not limited to) monitoring the technical suitability of the methods, tools, and techniques applied in work performance; the technical quality of work performed; and the quality of IT products delivered. The IS Project Manager has sufficient experience in the development of transportation and logistics systems to provide subject matter and technical guidance for strategic planning, requirement analysis, operational concept development, software and hardware design, database design, development, testing, and deployment efforts. The IS Project Manager has experience to provide direction in specifying, recommending, and selecting technology architectures suitable for the successful development of transportation and logistics information systems.

#### **Requirements:**

Manager: Master's degree (or equivalent\*) and a minimum of ten years of experience with IS engineering. At least three (of the ten) years of experience must be as a project manager on a system analysis project or major hardware or software design and development program. Qualifying experience must include a minimum of five years of intensive training/experience in an IS area related to work covered in CLIN 0003.

Managers may be required to possess security level clearances as required per job order. Managers also may be required to possess professional certification (e.g., Project Management Institute certification) as required per job order.

## **Subject Matter Expert**

### **Functions:**

The Subject Matter Expert is recognized for strong expertise in subject matter issues (e.g., transportation systems, logistics systems, systems security, communications, emerging and applied technologies) and for understanding and communicating common best practices related to the area of expertise. The Subject Matter Expert works with managers and project staff to identify issues and to provide vision and strategic direction as required.

For strategic planning, system framework, and concept development, the Subject Matter Expert has demonstrated expertise with transportation and logistics systems and with IS to assess the operational and functional baseline of the sponsor's organization, and help to define a new direction and strategy. The Subject Matter Expert may guide the determination of IS requirements that affect the sponsor's ability to support/meet transportation and logistics systems goals, and generate functional area strategies for enhanced transportation and logistics IS operations.

Subject matter experts identified for the systems development life cycle (SDLC) activities area are recognized for business and/or architectural expertise in adapting transportation and logistics systems functional business requirements and processes to technical solutions based on an understanding of the overall enterprise solution. The SDLC Subject Matter Expert provides insight into IS and technologies that set the direction and establish an approach for a technical solution and has the expertise needed to perform functional, system, and architectural gap analyses. The SDLC Subject Matter Expert is proficient in technology and industry trends that will affect enterprise solution sets, including technical platforms and network architectures. The SDLC Subject Matter Expert may lead technical design reviews, validate enterprise approaches, define application systems that support redesigned or improved business processes, recommend technical architectures that lead to comprehensive business solutions, and assess work products. The SDLC Subject Matter Expert has knowledge of Federal standards and other guidelines related to the development of secure systems and Section 508 compliant systems.

Subject matter experts in the information security area will demonstrate strong experience in supporting information systems security (ISS) activities in the Federal Government sector in both classified and non-classified environments. ISS Subject Matter Experts demonstrate knowledge of and experience in the application of Federal ISS regulations and guidelines related to the development of secure systems (e.g., facility, network, data). ISS Subject Matter Experts have demonstrated abilities to perform an analysis and evaluation of IS facilities and/or software applications, subsystem and components to identify security risks. IS applications may include Government and commercial common user systems, as well as dedicated special purpose systems requiring specialized security features and procedures.

### **Requirements:**

Expert: Master's degree (or equivalent\*) and a minimum of ten years of experience with subject matter (e.g., transportation systems, logistics systems, IS, security). At least three of the most recent five years of experience must be focused in one area to demonstrate expertise (e.g., three of the last five years of experience focused in the security area; three of the last five years focused in senior-level SDLC activities as network architect; three of the last five years focused in strategic planning, system framework, and concept

development for air transportation systems; three of the last five years focused in strategic planning, system framework, and concept development for surface transportation systems). Qualifying experience must include a minimum of five years of training/experience in an IS area related to work covered in CLIN 0003. Subject Matter Experts may be required to possess security level clearances as required per job order. Subject Matter Experts also may be required to possess professional certification as required per job order.

## **IS Engineer**

### **Functions:**

The IS Engineer demonstrates technical competence and experience in the design, development, and implementation of IS hardware, software, and network infrastructures across multiple platforms. The IS Engineer applies systems engineering principles to investigate, analyze, plan, design, develop, implement, test, and/or evaluate computer systems and to develop documentation to support system engineering and technical analyses, reports, change proposals, and other technical areas.

To varying degrees based on experience, the IS Engineer demonstrates the ability to analyze operational requirements and system requirements, conduct design reviews, perform the design of large-scale components or subsystems, coordinate the efforts of technical support staff, and apply system engineering experience to perform functions such as system integration, configuration management, quality assurance, and testing. The IS Engineer also may be experienced in the review of literature, patents, and current practices relevant to the solution of assigned projects and may be experienced in collaborating with other technical personnel on feasibility studies and systems planning. The IS Engineer has knowledge of Federal standards and other guidelines related to the development of secure systems and Section 508 compliant systems.

IS Engineers in the data management area have experience in applying an enterprise-wide approach to managing, planning, analyzing, designing, and constructing information systems. This experience includes performing enterprise-wide systems planning, business information planning, and business data analysis; performing process and data modeling using both manual and automated tools; applying reverse engineering and re-engineering disciplines to develop migration planning documents, and coordinating planned system and implementation activities.

IS Engineers in the network and communications area are experienced in engineering computer systems and networks, varying in size from large complex computer systems and/or networks to relatively small systems. Network IS Engineers apply computer engineering principles to the design of hardware, operating systems, networks, and processes to solve technical problems. Systems may involve multiple protocols and interfaces, satellite communications, digital networks, or fiber optic networks. Experience in this area includes planning designs or re-designs of existing systems or networks; testing and analyzing network elements (including software, communications devices, lines, modems, terminals, power); ensuring the overall integration of the enterprise network; monitoring and controlling the performance and status of the network resources; identifying and diagnosing highly complex problems and factors affecting network performance; and providing guidance and direction to network support technicians.

IS Engineers in the software systems (SS) area develop and apply state-of-the-art methods, theories, and research techniques to the design and development of hardware and software for transportation and logistics systems, ranging from simple systems to large, complex systems operating across multiple platforms. The SS IS Engineer has experience to plan, organize, conduct, and direct major projects or phases of projects, based on an assessment of the enterprise architecture and its constraints, and may be called upon to resolve advanced and complex technical problems. The SS IS Engineer has the experience

with the identification and selection of new concepts and approaches, definition of complex design specifications, development of major routines and utility programs, and resolution of difficult hardware/software compatibility problems. The SS IS Engineer also has demonstrated experience in the design, development, maintenance, and analysis of databases, and/or experience with object-oriented programming, new/advanced programming languages, and integrated automation systems.

### **Requirements:**

Senior: Bachelor's degree (or equivalent\*) and a minimum of eight years of experience with IS engineering, at least five years of which must reflect extensive and in-depth experience in a technical subcategory of hardware, software, network, or database technology; at least two years of experience as a team leader on a system analysis project or major hardware or software design and development program is required. The Senior IS Engineer demonstrates experience serving as a technical resource for less senior IS Engineers. Experience must demonstrate an in-depth knowledge of the state-of-the-art technology related to work covered by CLIN 0003. Senior IS Engineers also may be required to possess professional certification as required per job order.

Middle: Bachelor's degree (or equivalent\*) and a minimum of five years of experience in IS engineering, at least three years of which must reflect extensive and in-depth experience in a technical subcategory of hardware, software, network, or database technology. Middle IS Engineer experience demonstrates full responsibility for planning, organizing, and conducting project tasks with minimal direct supervision required by senior staff.

Junior: Bachelor's degree (or equivalent\*) and a minimum of two years of experience in IS engineering, at least one year of which must reflect extensive and in-depth experience in a technical subcategory of hardware, software, network, or database technology. Junior IS Engineers will demonstrate some responsibility for planning, organizing, and conducting project tasks under the supervision of Senior and Middle IS Engineer staff.

### **IS Analyst**

#### **Functions:**

The IS Analyst demonstrates experience in the analysis of user needs and the development of functional and cross-functional requirements to meet user needs for transportation and logistics systems. The IS Analyst investigates and defines the problem and the information to be processed, proposes system alternative solutions, and develops system requirements. The IS Analyst provides expertise in data and business process research and analysis, in conducting research/evaluations/studies as required, and in analyzing the results of the process to develop recommendations/solutions for IS. Depending on the nature of the task, the IS Analyst skills include experience with structured analysis techniques; analysis and design of transportation and logistics applications for various architectures (simple to complex); expert systems; system application prototyping; operating systems and hardware interfaces; database structures, location, and data elements; and/or system benchmarking and performance evaluation. The IS Analyst works closely with the IS Engineers and others to coordinate the analysis, design, and implementation of information systems to meet user needs. The IS Analyst may provide technical direction for software development tasks, including reviewing work products for correctness and adherence to the design concept and to user standards. The IS Analyst has knowledge of Federal standards and other guidelines related to the development of secure systems and Section 508 compliant systems.

**Requirements:**

Senior: Bachelor's degree (or equivalent\*) and a minimum of eight years of experience in IS analysis and design. Three of the eight years of experience must include recent software project responsibility for the design, development, and/or deployment of IS; general experience will include increasing responsibilities in assignments of a technical nature. The IS Analyst must possess functional knowledge of job order specific requirements and have experience in developing functional and system requirements for transportation and logistics IS. The IS Analyst will demonstrate proven ability to work independently or under only general direction for completing IS analysis job orders. Senior staff may guide Middle and Junior staff on assigned work.

Middle: Bachelor's degree (or equivalent\*) and a minimum of five years of experience in IS analysis and design, at least three years of which must reflect recent software project responsibility for the design, development, and/or deployment of IS; general experience will include increasing responsibilities in assignments of a technical nature. Middle IS Analyst experience demonstrates responsibility for planning, organizing, and conducting project tasks, with minimal direct supervision required by Senior staff.

Junior: Bachelor's degree (or equivalent\*) and a minimum of three years of experience in IS analysis and design, at least one year of which must reflect recent software project responsibility for the design, development, and/or deployment of IS; general experience will include increasing responsibilities in assignments of a technical nature. Junior IS Analysts will demonstrate some responsibility for planning, organizing, and conducting project task, under the supervision of Senior staff.

**IS Programmer**

**Functions:**

The IS Programmer performs programming, testing, debugging, troubleshooting, documentation, and support for IS projects on large mainframes, super-mini, mini, and/or micro-computers. The IS Programmer demonstrates experience in the full range of programming functions in at least one programming language, one database management system other than MS Access, and at least one operating system. Work may involve the use of database management software and/or general purpose commercial application software in the development of application programs. Programming tasks may involve at least one of the following technical areas: digital information communications and interchange applications; graphic user interface (GUI) tools; database management systems; web-based intranet/internet applications; client/server applications; multiple network/operating systems; and integration of custom code with COTS code. The IS Programmer should be conversant with Federal standards and other guidelines related to the development of secure systems and Section 508 compliant systems.

**Requirements:**

Senior: Bachelor's degree (or equivalent\*) and a minimum of eight years of applicable IS experience involving software development, typically with client/server or web-based applications. Experience must include a minimum of five years of successful demonstration of skills in one of the above technical areas. Senior-level programmers will demonstrate responsibility for successfully executing project programming tasks independently with no required technical supervision. Senior staff may guide Middle and Junior staff on assigned work.



Middle: Bachelor's degree (or equivalent\*) and a minimum of five years of applicable IS experience involving software development, typically with client/server or web-based applications. Middle-level programmers will demonstrate responsibility for successfully executing project programming tasks independently, with little required technical support from senior staff. Experience must include a minimum of three years of successful demonstration of skills in one of the above technical areas.

Junior: Bachelor's degree (or equivalent\*) and ability to develop software, typically with client/server or web-based applications. Junior programmers will demonstrate responsibility for performing project programming tasks, with some technical supervision of Senior and Middle staff. Experience must include a minimum of one year of successful demonstration of skills in one of the above technical areas.

## **System Administrator**

### **Functions:**

The System Administrator operates, supervises, and manages the daily operation, security, and performance of information systems, including (but not limited to) networks, communication systems, databases, web servers, and other technologies that require ongoing management. The System Administrator demonstrates experience in a range of system administration functions, including applying security and update patches and other preventive maintenance; monitoring system performance; performing system performance tuning and trouble-shooting; optimizing system operation and resource utilization; performing system capacity analysis and planning; monitoring event and security logs; ensuring system integrity through regular back-ups, fail-safe, and recovery operations based on standard operating procedures; verifying that systems are in compliance with applicable IS security policies, procedures and guidelines; allocating and managing user accounts and privileges; and operating call logs and/or customer support functions. The System Administrator should be conversant with Federal standards and other guidelines related to the development or operation of secure systems.

### **Requirements:**

Senior: Bachelor's degree (or equivalent\*) and a minimum of eight years of applicable IS experience involving networks, communications, database management, operating systems, or specialized applications. Experience must include a minimum of five years of successful demonstration of skills in one of the above technical areas. Senior-level System Administrators will demonstrate responsibility for successfully executing system operation tasks independently with no required technical supervision.

Middle: Bachelor's degree (or equivalent\*) and a minimum of five years of applicable IS experience involving networks, communications, database management, operating systems, or specialized applications. Experience must include a minimum of three years of successful demonstration of skills in one of the above technical areas. Middle-level System Administrators will demonstrate responsibility for successfully executing system operation tasks independently with little required technical support from Senior staff.

Junior: Bachelor's degree (or equivalent\*), and a minimum of two years of applicable IS experience involving networks, communications, database management, operating systems, or specialized applications. Experience must include a minimum of one year of successful demonstration of skills in one of the above technical areas. Junior-level System Administrators will demonstrate responsibility for performing system operation tasks with some technical supervision by Senior and Middle staff.

## Technical Documentation Specialist

### Functions:

The Technical Documentation Specialist performs preparation, production, and configuration management of formal documentation for IS, including paper and electronic documents, on-line help systems, and web-based documents. The Technical Documentation Specialist provides expertise in the design, development, format, and preparation of a wide variety of IS documentation, including user guides, documentation guidelines, and IS documents covering the spectrum of job orders described in the SOW, Section C.4. The Technical Documentation Specialist demonstrates responsibility for collecting, ordering, tracking, inputting, transferring, and verifying data and information for specified databases.

### Requirements:

Bachelor's degree (or equivalent\*) and a minimum of five years of experience with a demonstrated ability in technical document preparation using automated documentation tools.

## Administrative Specialist

### Functions:

The Administrative Specialist performs records management, documentation preparation, and program and administrative management activities, along with a variety of other clerical functions. Administrative Specialist tasks generally focus on one or more of the following areas: writing, editing, or preparing technical or IS documentation; maintaining project files; preparing memoranda of a technical and/or managerial nature; and maintaining logs relating to work in progress, meetings, etc. Documentation often will involve job order plans, status reports, travel, flow diagrams, graphics, etc.

### Requirements:

Two years of experience, at least one year of which must include typing/editing of technical and/or IS documentation, routine input of data into computerized files, and use of computer applications such as word processing, spreadsheets, and databases.

### \* Equivalency Table

Labor Category	Qualifications Degree Only	Qualifications Degree + Experience	Qualifications Experience Only
IS Project Manager	N/A	BA/BS plus 12 years MA/MS plus 10 years Ph.D. plus 7 years	15 years ♦
Subject Matter Expert	N/A	MA/MS plus 10 years	15 years ♦
IS Senior Engineer IS Senior Analyst IS Senior Programmer Senior System Administrator	N/A	BA/BS plus 8 years MA/MS plus 6 years Ph.D. plus 3 years	11 years ♦

Labor Category	Qualifications Degree Only	Qualifications Degree + Experience	Qualifications Experience Only
IS Middle Engineer IS Middle Analyst IS Middle Programmer Middle System Administrator Technical Documentation Specialist	Ph.D.	BA/BS plus 5 years MA/MS plus 3 years	8 years ♦
IS Junior Analyst		BA/BS plus 3 years	
IS Junior Engineer Junior System Administrator	MA/MS	BA/BS plus 2 years	5 years ♦
IS Junior Programmer		BA/BS plus 1 year	3 years ♦
Administrative Specialist	BA/BS	N/A	2 years
♦ When experience only is substituted, approval of the CO, or designee is required.			

In addition, the contractor may, at the job order level and on a case-by-case basis, offer to the CO a candidate with special or market-scarce skills/qualifications for consideration in any of the labor categories cited above.

## **SECTION D - PACKAGING AND MARKING**

### **D.1 PACKAGING (MAY 1999)**

The contractor shall ensure that all items are preserved, packaged, packed, and marked in accordance with best commercial practices to meet the packing requirements of the carrier and ensure safe delivery at destination.

### **D.2 MARKING (MAY 1999)**

All items submitted to the Government shall be clearly marked as follows:

1. Name of contractor;
2. Contract number;
3. Task or job order number (if applicable);
4. Description of items contained therein;
5. Consignee's name and address; and
6. If applicable, packages containing software or other magnetic media shall be marked on external containers with a notice reading substantially as follows: "CAUTION: SOFTWARE/MAGNETIC MEDIA ENCLOSED. DO NOT EXPOSE TO HEAT OR MAGNETIC FIELDS".

## **SECTION E – INSPECTION AND ACCEPTANCE**

### **E.1 FEDERAL ACQUISITION REGULATION (FAR) 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)**

This contract incorporates one or more clauses, by reference, with the same force and effect as if they were given in full text. Upon request, the CO will make their full text available. Also, the full text of a clause may be accessed electronically at this /these addresses:

Federal Acquisition Regulation: <http://www.arnet.gov/far>

Department of Transportation Acquisition regulations: <http://www.dot.gov/ost/m60/tamtar>

### **FAR (48 CFR CHAPTER 1) CLAUSES**

<b>NUMBER</b>	<b>TITLE</b>	<b>DATE</b>
52.246-3	INSPECTION OF SUPPLIES - COST-REIMBURSEMENT	MAY 2001
52.246-4	INSPECTION OF SERVICES - FIXED-PRICE	AUG 1996
52.246-5	INSPECTION OF SERVICES - COST-REIMBURSEMENT	APR 1984
52.246-16	RESPONSIBILITY FOR SUPPLIES	APR 1984

### **E.2 GOVERNMENT REVIEW AND ACCEPTANCE (MAY 1999)**

Technical inspection and acceptance of all work, performance, reports, and other deliverables under this contract shall be performed at the location specified in an individual task order. The task order shall also designate the individual responsible for inspection and acceptance as well as the basis for acceptance. Task order deliverable items rejected shall be corrected in accordance with the applicable clauses.

Unless otherwise stated in the individual task order, the Government requires a period not to exceed 30 calendar days after receipt of the final deliverable item(s) for inspection and acceptance or rejection. Final acceptance rests with the CO or designee.

## **SECTION F - DELIVERIES OR PERFORMANCE**

### **F.1 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)**

This contract incorporates one or more clauses, by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this /these addresses:

Federal Acquisition Regulations: <http://www.arnet.gov/far>

Department of Transportation Acquisition Regulations: <http://www.dot.gov/ost/m60/tamtar>

### **FAR (48 CFR CHAPTER 1) CLAUSES**

<b>NUMBER</b>	<b>TITLE</b>	<b>DATE</b>
52.242-15	STOP WORK ORDER-ALTERNATE I (APR 1984)	AUG 1989
52.247-34	F.o.b. DESTINATION	NOV 1991
52.247-55	F.o.b. POINT OF DELIVERY FOR GOVERNMENT-FURNISHED PROPERTY	JUN 2003

### **F.2 TRANSITION PERIOD**

The transition period shall be for up to 90 calendar days immediately following contract award in accordance with the contractor's transition plan as accepted by the Government (See Section C.2., CLIN 0001).

### **F.3 PERFORMANCE PERIOD (MAY 1999)**

This contract shall become effective on the date the CO signs the contract. The ordering period will begin on the date of contract award and will continue, after the completion of the contract Transition Period, for five (5) years thereafter (i.e., term of the contract). Also see the clause in Section I.1 entitled, Ordering (FAR 52.216-18).

The performance period shall continue until the time specified in the clause in Section I.1 entitled Indefinite Quantity (FAR 52.216-22).

Individual Task Orders will specify a beginning date (OF 347, Block 1) and an ending date (Section F therein). Costs incurred prior to the beginning date or after the ending date shall not be directly allowable without the written consent of the CO (modification).

### **F.4 PLACE OF PERFORMANCE (JULY 2004)**

The services to be provided under this contract shall be provided at the following locations:

DOT/RITA/Volpe National Transportation Systems Center  
55 Broadway  
Cambridge, MA 02142-1093

and at other locations as designated in individual job orders.

**F.5 DOCUMENTATION OF COMPUTER PROGRAMS (MAR 2005)**

The contractor shall fully document all computer programs under its purview and, in so doing, comply with documentation standards such as the traditional MIL-STD-498 or the more current standard, IEEE/EIA 12207. Unless otherwise specifically agreed to by the CO in writing, the contractor shall deliver the computer program source and object code accompanied by the appropriate support documentation. See System Documentation in Section C.4.C.3.g. above for the required document types.

**F.6 RIGHTS IN DATA (DEC 1998)**

All data first produced in the performance of this contract, including software, shall be delivered with unlimited Government rights unless otherwise agreed to in writing by the CO when granting permission claim to copyright as required by FAR 52.227-14(c).

**F.7 WARRANTIES (MAY 1999)**

With respect to equipment or supplies acquired under this contract, title of which will pass to the Government, the contractor shall ensure that any warranties, together with rights to replacement, service, or technical assistance, shall run to or automatically be assigned to the Government.

**F.8 LICENSES (MAY 1999)**

With respect to any computer software, databases, or other licensed product acquired for use by the Government, the contractor shall ensure that the license, together with any associated rights, shall run to or automatically be assigned to the Government.

**F.9 DELIVERY SCHEDULES (MAR 2005)**

<b><u>Deliverable</u></b>	<b><u>Schedule</u></b>	<b><u>Deliver To</u></b>
1. Transition Plan	Within two weeks of contract award (C.2)	CO & COTR
2. RYG Report Formats	Within 30 days of contract award (C.3.A.1)	COTR
3. RYG Project Summary Reports	Quarterly, by the 20 <sup>th</sup> of February, May, August and November (C.3.A.1)	COTR
4. Program Review	Twice yearly as scheduled by COTR (C.3.A.1)	COTR
5. Contract Profile Report	Within 10 days of contract award, updated as changes occur, and submitted every month (C.3.A.3)	CO & COTR
6. Contract Resumes	As requested by the Government (C.3.A.3)	CO & COTR
7. Contract Management and Administration Job Order Plans	Within 20 calendar days prior to the beginning of each fiscal year (C.3.A.4)	COTR

8. Cost Recovery Reports	Within 30 calendar days after the end of fiscal quarters 1 and 2 and as requested in the last six months of each fiscal year (C.3.A.4)	COTR
9. Initial Quality Control Plan	Within 30 calendar days of effective date of contract (C.3.A.5)	COTR
10. Annual Quality Control Plan	Within 30 calendar days after the end of each contract year (C.3.A.5)	COTR
11. Initial Configuration Management Plan	Within 30 calendar days of effective date of contract (C.3.A.5)	COTR
12. Annual Configuration Management Plan	Within 30 calendar days after the end of each contract year (C.3.A.5)	COTR
13. Form Z and Job Order Plans	As job orders are generated (C.3.B.2)	CO/COTR/Job Order Initiators
14. Central Job Order Files	As job orders are generated, as requested by the Government, and at the conclusion of the contract (C.3.B.2)	CO or COTR
15. Job Order Deliverables	As specified in Job Order Plans and Form Zs (Section J, Attachment J.3)	Job Order Initiators
16. Initiator Funding Report	Weekly via e-mail (C.3.B.2)	Job Order Initiators
17. Status Reports	As specified in job order plans and quarterly, by the 10 <sup>th</sup> day of February, May, August and November (C.3.B.2)	Job Order Initiators/COTR
18. Contract Labor Reports	Monthly by the 10 <sup>th</sup> of each month (C.3.B.3)	COTR
19. UAS Input Files - Preliminary	Weekly, all files for the previous week's activity are due by COB Monday (C.3.B.3 and Section J., Attachment J.4)	UAS Manager
20. UAS Input Files - Final	Weekly, all files for the previous week's activity are due by noon on Wednesday (C.3.B.3 and Section J, Attachment J.4)	UAS Manager
21. Property Reports	By September 15 <sup>th</sup> of each calendar year (C.3.B.4 and I.10)	CO & COTR
22. Designation of On-Site Safety Representatives	Within 10 calendar days of contract award and whenever changed (H.14. (2))	CO
23. Certificates of Insurance Policies	Within 10 days of contract award (H.6)	CO
24. IT Security Plan	Within 30 calendar days of contract award (H.8 (2.b))	CO



## **SECTION G - CONTRACT AND ADMINISTRATION DATA**

### **G.1 TRANSPORTATION ACQUISITION REGULATIONS (TAR) 1252.242-73 CONTRACTING OFFICER'S TECHNICAL REPRESENTATION (OCT 1994)**

The CO may designate Government personnel to act as the CO's Technical Representative (COTR) to perform functions under the contract such as review and/or inspection and acceptance of supplies and services, including construction and other functions of a technical nature. The CO will provide a written notice of such designation to the contractor within five working days after contract award or for construction, not less than five working days prior to giving the contractor the notice to proceed. The designation letter will set forth the authorities and limitations of the COTR under the contract.

The CO cannot authorize the COTR or any other representative to sign documents (i.e., contracts, contract modifications, etc.) that require the signature of the CO.

### **G.2 RESPONSIBILITY FOR CONTRACT ADMINISTRATION (MAR 2005)**

Contracting Officer: The Contracting Officer (CO) has the overall responsibility for this contract. The CO alone, without delegation, is authorized to take actions on behalf of the Government to amend, modify, or deviate from the contract terms, conditions, requirements, specifications, details and/or delivery schedules. However, the CO may delegate certain other responsibilities to his/her authorized representatives.

Administrative Contracting Officer: An Administrative Contracting Officer (ACO) may be designated by the CO. The duties of an ACO include, but are not limited to, analyzing and making recommendations on the contractor's proposals, offers, or quotations upon request of the CO and approving contractor's invoices in accordance with the terms of the contract.

Job Order Initiator: The CO may designate the Job Order Initiator in a job order to act as a representative of the CO to perform the duties of the COTR in connection with the technical oversight of individual job orders.

The CO, the ACO, the COTR, and Job Order Initiators are, unless otherwise indicated, located at:

DOT/RITA/Volpe National Transportation Systems Center  
55 Broadway  
Cambridge, MA 02142-1093

### **G.3 ACCOUNTING AND APPROPRIATION DATA (MAY 1999)**

Each individual task order shall specify the accounting and appropriation data from which payment shall be made.

### **G.4 PAYMENTS UNDER COST REIMBURSEMENT CONTRACTS (MAR 2005)**

A. One original and five copies of an invoice or contract financing requests shall be submitted, covering the amount claimed to be due, services rendered, and cost incurred hereunder. Under IDIQ contracts, separate invoices or contract financing requests must be submitted for each task. However, all interim payment requests for tasks under the contract must be submitted concurrently. The contractor shall submit a last interim invoice for each task order. This shall include a complete list of invoices previously

tendered under the task order. The last interim invoice shall consist of the completion invoice (clearly identified in accordance with FAR 52.216-7) prior to the establishment of final annual indirect rates. The last interim invoice shall be submitted within six (6) months of the task order's physical completion. If changes to this invoice become necessary as a result of Government review, the contractor shall submit a corrected last interim invoice. The contractor shall submit this invoice, along with the contractor's release form, DOT F 4220.4, to the CO, following the final adjustment of its annual indirect rates per FAR 52.216-7.

B. In addition to the information required by FAR 52.216-7 and FAR 52.232-25 incorporated by reference in Section I, an invoice or contract financing payment request must meet the following requirements:

Consecutively number each interim payment request beginning with No. 1 for each task.

The voucher shall include current and cumulative charges by major cost elements such as direct labor, overhead, subcontracts, and other direct costs. Cite direct labor hours incurred by the prime contractor and each subcontractor. Other direct costs must be identified, e.g., travel, per diem, material, and equipment.

Requests for contract financing or invoices must clearly indicate the period of performance for which payment is requested and the Volpe Center accounting information necessary to process payments. When contracts or task orders contain multiple lines of accounting data, charges that cannot be assigned to a single line of accounting information should be allocated based on the percentage of total dollars unless otherwise specified.

When the contractor submits vouchers on a monthly basis, the period covered by invoices or requests for contract financing payments must be the same as the period for monthly progress reports reported under the contract or tasks. If, in accordance with FAR 52.216-7, the contractor submits requests for invoices or contract financing payments more frequently than monthly, one payment request per month must have the same ending date as the monthly progress report.

Pending settlement of the final indirect rates for any period, the contractor shall be reimbursed at billing rates approved by the Cognizant Federal Agency (CFA). The contractor shall ensure that any change in the identity of the CFA responsible for establishment of its indirect rate factors is made known to the Volpe Center CO. These rates are subject to appropriate adjustments when revised by mutual agreement or when the final indirect rates are settled either by mutual agreement or unilateral determination by the CFA (see FAR 42.704). In accordance with FAR 52.216-7, the contractor shall submit to the CFA a proposal for final indirect rates based on the contractor's actual costs for the period, together with all supporting data. In addition, contractors are required by the CFA to submit billing rate proposals, usually no later than thirty (30) days after the close of its fiscal year for the ensuing fiscal year to the CFA. Copies of the cover letter submitting the proposal must be provided to the Volpe Center CO. The contractor's failure to provide the rate proposal in a timely manner may impact payment of financing requests and could ultimately result in suspension of the indirect expense portion. The contractor shall provide copies of all rates established by the CFA to the Volpe Center CO. It is imperative that the CO be provided signed copies of all rate agreements since these rate agreements must be in the possession of the Volpe Center before any rates contained therein can be used by the contractor for cost reimbursement. The contractor should note that absence of final rates determination does not relieve the contractor of its responsibility under the Limitation of Funds or Limitation of Costs clauses to report in a timely manner to the CO when it has reason to believe its costs may exceed the total estimated cost or funds allotted to the task order.

#### **G.5 VOUCHER REVIEW (MAR 2003)**

The Government may at its sole discretion utilize a contractor to review vouchers and supporting data submitted for payment under the provisions of this contract. The contractor reviewing vouchers and supporting data will perform this function in accordance with contract provisions which prohibit disclosure of proprietary financial data or use of such data for any purpose other than to perform accounts payable services.

#### **G.6 EXTENDED WORK WEEK AUTHORIZATION (JUL 2004)**

The contractor shall submit all requests for an extended work week applicable to CLIN 0003 to the COTR for approval. All requests must be supported in writing by the appropriate job order initiator. Any request for an extended work week that would have an impact on estimated job order cost must be further supported by an authorized modification to the job order. (NOTE: This extended work week approval process does not replace or supersede the requirements of either FAR Clause 52.222-2 "Payment for Overtime Premiums" or FAR Clause 52.222-41 "Service Contract Act of 1965, as Amended," both of which are contained in Section I of this contract.)

## **SECTION H - SPECIAL CONTRACT REQUIREMENTS**

### **H.1 SECURITY MEASURES ON THE VOLPE CENTER PREMISES (APR 2005)**

Any work under this contract which is performed on site at the Volpe Center is subject to all provisions of this contract governing the work and the security requirements in place at the Volpe Center. The contractor should coordinate compliance with the CO and COTR.

1. The contractor is responsible for ensuring that personnel follow the security requirements and regulations of the Volpe Center Security Operations Office.
2. The contractor is responsible for obtaining a copy of the Volpe Center's security requirements/regulations, Volpe Center Order 1600.3, Admittance to Volpe Center Buildings.
3. All items of Government Property are subject to the Volpe Center's security regulations.
4. In order to obtain items such as room keys, parking permits, and Identification Badges, the contractor shall:
  - a. Submit a written request for these items of property to the CO and COTR who will make arrangements with the Volpe Center Security Operations Office for obtaining these items.
  - b. The contractor shall submit, within ten (10) calendar days of contract award, a list of its on-site employees to the Volpe Center CO and COTR (See Section C.3.A.3). Once the list is submitted, the contractor will notify the CO and COTR of any staff changes when they occur and shall update the list of on-site employees monthly.
  - c. When an employee resigns or is terminated or reassigned, the contractor shall provide written evidence to the CO and COTR of the return of the items of Government Property noted in (4) above. The return of these items of property shall be coordinated with the Volpe Center Security Operations Office.
  - d. If the contractor does not have an established company policy regarding the return of Government property by its employees, the contractor shall comply with Volpe Center Order 1600.3 and complete the "Info Systems Operation Center" and the "Administrative Services Branch" Function blocks of form VNTSC F 3293.1, Final Check-Out Record.

### **H.2 HOURS OF WORK (DEC 1998)**

Contractor and subcontractor employees performing work under this contract on Volpe Center premises shall adhere to the Volpe Center's established business hours except as may be required by this contract to accomplish the performance of the work or except as may be required by the CO or his/her designated representative.

The Volpe Center will be closed during the 10 holidays observed by the Federal Government on a yearly basis. The listed Federal holidays are the only holidays observed:

New Year's Day  
Martin Luther King Day  
President's Day  
Memorial Day  
Independence Day

Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving Day  
Christmas Day

When Government employees are excused from duty without loss of pay by Executive Order or by official closing of the Volpe Center, contractor employees who are assigned for duty at the Volpe Center may be similarly excused by the contractor if they are ready, willing, and able to work. However, direct reimbursement for the cost of salaries and wages for these excused absences will only be made in emergency situations (e.g. severe weather, natural disasters) as determined by the CO or his/her designated representative. The CO or his/her designated representative will confirm official closings. **This in no way relieves the contractor of its responsibility for continuing performance of critical requirements for which special instructions will be issued to the contractor by the CO or his/her designated representative.**

### **H.3 GPO PRINTING REQUIREMENT (DEC 1998)**

All printing funded by this contract will be accomplished in conformance with Title 44, United States Code, regulations of Joint Committee on Printing, applicable provisions of appropriation acts, and applicable regulations issued by the Government Printing Office and the DOT.

### **H.4 INCIDENTAL HARDWARE/SOFTWARE (DEC 1998)**

The acquisition for incidental hardware, software, or supplies may be appropriate on individual TOs in cases where the hardware/software is incidental to the performance of services to be provided under the TO and the Government may require the contractor to purchase hardware, software, and related supplies to support specific projects. Such requirements will be identified at the time a TO is issued or may be identified during the course of performance of a TO by the Government or the contractor. If the contractor identifies a requirement for miscellaneous supplies within the scope of a TO, the contractor shall submit to the Government a request for approval to purchase such materials. The request shall include a description of the specific items, direct cost, indirect cost, and rationale.

### **H.5 SALES TAX EXEMPTION (MAY 1999)**

The Volpe National Transportation Systems Center, as part of the Department of Transportation, an agency of the United States, is an exempt purchaser. Accordingly, all purchases of personal property by this organization are exempt from state and local taxation.

The contractor will be provided with tax exemption certificates for the purpose of obtaining an exemption under this procurement for materials and equipment purchased under this procurement (see each individual task order). Notwithstanding the terms of the Federal, state, and local taxes clause, the contractor shall state separately on its vouchers the amount of state sales tax, and the Government agrees to either pay the amount of the tax to the contractor or, where the amount of the tax exceeds \$250.00, to provide evidence necessary to sustain the exemption.

### **H.6 INSURANCE (FEB 2005)**

The contractor shall comply with Section I, FAR Clauses 52.228-5 "Insurance-Work on a Government Installation" and FAR 52.228-7, "Insurance-Liability to Third Persons." The contractor shall secure, pay the

premiums for, and keep in force until the expiration of this contract, and any renewal thereof, adequate insurance as provided below, such insurance to specifically include liability assumed by the contractor under this contract. The contractor is responsible for providing insurance of the following types and minimum amounts:

- a. Workman's Compensation and Employees Liability Insurance as required by applicable statute, but not less than \$100,000.
- b. Comprehensive bodily injury liability insurance with limits of not less than \$500,000 for each accident.
- c. Property damage liability with a limit of not less than \$100,000 for each accident.
- d. Automotive bodily injury liability insurance with limits of not less than \$200,000 for each person and \$500,000 for each accident, and property damage liability insurance, with a limit of not less than \$40,000 for each accident.

Each policy of insurance shall contain an endorsement that any cancellation or material change in the coverage adversely affecting the Government's interest shall not be effective unless the insurer or the contractor gives written notice of cancellation or change to the CO at least 30 calendar days prior to the aforementioned actions. When the coverage is provided by self-insurance, the contractor shall not change or decrease the coverage without the CO's prior approval.

A certificate of each policy of insurance shall be furnished to the CO within ten (10) days after notice of award certifying, among other things, that the policy contains the aforesaid endorsement. The insurance companies providing the above insurance shall be satisfactory to the Government. Notices of policy changes shall be furnished to the CO.

## **H.7 POSITION SENSITIVITY (MAR 2005)**

In some instances, portions of the work under Section C will require contract personnel with security clearances at Confidential or Secret levels. The contractor shall be responsible for obtaining the appropriate security clearance from the Defense Investigative Service and for ensuring compliance by its employees and subcontractors(s) with the security regulations of the Government installation or contractor (or subcontractor) facility where work is to be performed

The contractor shall comply with DOT Order 1630.2B, Personnel Security Management. Due to the nature of the work performed by the Volpe Center's contractor employees, **moderate risk** has been designated as the minimum position sensitivity level for all contractor employees. However, the access certain contractor positions have to DOT facilities, sensitive information, and/or resources may require a higher risk sensitivity level. The job order initiator shall identify any exceptions to the moderate risk designation.

## **H.8 DOT INFORMATION SECURITY REQUIREMENTS (APR 2003)**

### **1. Access to Sensitive Information.**

- a. Work under this contract may involve access to sensitive information, as described in paragraph d. below that shall not be disclosed by the contractor unless authorized by the CO or designee. To protect sensitive information, the contractor shall provide training to any contractor employee authorized access to sensitive information and, upon request of

the Government, provide information as to an individual's suitability to have such authorization. Contractor employees found by the Government to be unsuitable or whose employment is deemed contrary to the public interest or inconsistent with the best interest of national security, may be prevented from performing work under the particular contract when requested by the CO or designee.

- b. The contractor shall ensure that contractor employees are: (1) citizens of the United States of America or an alien who has been lawfully admitted for permanent residence or employment (indicated by immigration status) as evidenced by U.S. Immigration and Naturalization Service documentation; and (2) have background investigations in accordance with DOT Order 1630.2B, Personnel Security Management.
- c. The contractor shall include the above requirements in any subcontract awarded involving access to Government facilities, sensitive information, and/or resources.
- d. Sensitive Information is proprietary data or other information that, if subject to unauthorized access, modification, loss or misuse, could adversely affect national interest, conduct of Federal programs, or privacy of individuals specified in the Privacy Act, but has not been specifically authorized to be kept secret in the interest of national defense or foreign policy under an Executive Order or Act of Congress."

## 2. Information Technology (IT) Services.

- a. The contractor shall be responsible for IT security for all systems operated by or connected to a DOT network, regardless of location. This includes any IT resources or services in which the contractor has physical or electronic access to DOT's sensitive information that directly supports the mission of DOT (e.g., hosting DOT e-Government sites or other IT operations). If necessary, the Government shall have access to contractor and any subcontractor facilities, systems/networks operated on behalf of DOT, documentation, databases and personnel to carry out a program of IT inspection (to include vulnerability scanning), investigation and audit to safeguard against threats and hazards to DOT data or IT systems.
- b. Within 30 days of contract award, the contractor shall develop and provide to the Government for approval, an IT Security Plan which describes the processes and procedures the contractor will follow in performance of this contract to ensure the appropriate security of IT resources developed, processed, or used under this contract. This Plan shall be written and implemented in accordance with applicable Federal laws including The Computer Security Act of 1987 (40 U.S.C. 1441 et seq.), the Clinger-Cohen Act of 1996, and the Government Information Security Reform Act (GISRA) of 2000, and meet Government IT security requirements, including OMB Circular A-130, Management of Federal Information Resources, Appendix 111, Security of Federal Automated Information Resources; NIST Guidelines; Departmental Information Resource Management Manual (DIRMM) and associated guidelines; and DOT Order 1630.2B, Personnel Security Management.
- c. The contractor shall screen its personnel requiring privileged access or limited privileged access to systems operated by the contractor for DOT or interconnected to a DOT network in accordance with DOT Order 1630.2B, Personnel Security Management, and ensure contractor employees are trained annually in accordance with OMB Circular A-130, GISRA, and NIST requirements with a specific emphasis on rules of behavior.

- d. The contractor shall immediately notify the CO when an employee terminates employment that has access to DOT information systems or data.
- e. The contractor shall include the above requirements in any subcontract awarded for IT services.
- f. IT means any equipment or interconnected system or subsystem of equipment used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information and as further defined in OMB Circular A-130 and the Federal Acquisition Regulation Part 2.

## **H.9 HANDLING OF DATA (MAY 1999)**

The contractor and any of its subcontractors in performance of this contract may have need for access to and use of various types of data and information in the possession of the Government which the Government obtained under conditions that restrict the Government's right to use and disclose the data and information, or which may be of such a nature that its dissemination or use other than in the performance of this contract would be adverse to the interests of the Government or other parties. Therefore, the contractor and its subcontractors agree to abide by any restrictive use conditions on such data and not to:

- 1. Knowingly disclose such data and information to others without written authorization from the CO unless the Government has made the data and information available to the public; nor
- 2. Use for any purpose other than the performance of this contract that data which bears a restrictive marking or legend.

In the event the work required to be performed under this contract requires access to proprietary data of other companies, the contractor shall obtain agreements from such other companies for such use unless such data is provided or made available to the contractor by the Government. Two copies of such company-to-company agreements shall be furnished promptly to the CO for information only. These agreements shall prescribe the scope of authorized use or disclosure and other terms and conditions to be agreed upon between the parties. It is agreed by the contractor that any such data, whether obtained by the contractor pursuant to the aforesaid agreement or from the Government, shall be protected from unauthorized use or disclosure to any individual, corporation, or organization so long as it remains proprietary.

Through formal training in company policy and procedures, the contractor agrees to make employees aware of the absolute necessity to maintain the confidentiality of data and information, as required above, and further aware of the sanctions which may be imposed for divulging either the proprietary data of other companies or data that is obtained from the Government to anyone except as authorized. The contractor shall obtain from each employee engaged in any effort connected with this contract an agreement in writing that shall in substance provide that such employee will not during his/her employment by the contractor, or thereafter, disclose to others or use for his/her own benefit or the future benefit of any individual any trade secrets, confidential information, or proprietary/restricted data (to include Government "For Official Use Only") received in connection with the work under this contract. The contractor shall furnish a sample form of this agreement to the CO promptly after award.



The contractor agrees to include the substance of this provision in all subcontracts awarded under this contract. The CO will consider case-by-case exceptions from this requirement for individual subcontracts in the event that:

1. The contractor considers the application of the prohibitions of this provision to be inappropriate and unnecessary in the case of a particular subcontractor;
2. The subcontractor provides a written statement affirming absolute unwillingness to perform absent some relief from the substance of this prohibition;
3. The use of an alternate subcontract source would reasonably detract from the quality of effort; and
4. The contractor provides the CO timely written advance notice of these and any other extenuating circumstances.

Except as the CO specifically authorizes in writing upon completion of all work under this contract, the contractor shall return all such data and information obtained from the Government, including all copies, modifications, adaptations, or combinations thereof, to the CO. Data obtained from another company shall be disposed of in accordance with the contractor's agreement with that company or, if the agreement makes no provision for disposition, shall be returned to that company. The contractor shall further certify in writing to the CO that all copies, modifications, adaptations, or combinations of such data or information which cannot reasonably be returned to the CO (or to a company) be deleted from the contractor's (and any subcontractor's) records and destroyed.

These restrictions do not limit the contractor's (or subcontractor's) right to use and disclose any data and information obtained from another source without restriction.

As used herein, the term "data" has the meaning set forth in Federal Acquisition Regulations, Clause 52.227-14, "Rights in Data - General," and includes, but is not limited to, computer software, as also defined in Clause 52.227-14.

#### **H.10 NON-PERSONAL SERVICES (DEC 1998)**

No personal services as defined in Part 37 of the FAR shall be performed under this contract. No contractor employee will be directly supervised by the Government. All individual employee assignments and daily work direction shall be given by the contractor's supervisor. If the contractor believes any Government action or communication has been given that would create a personal services relationship between the Government and any contractor employee, the contractor shall promptly notify the CO of this communication or action.

The contractor shall not perform any inherently Governmental functions under this contract. No contractor employee shall hold himself or herself out to be a Government employee, agent, or representative. In all communications with third parties in connection with this contract, contractor employees shall identify themselves as contractor employees and specify the name of the company for which they work. In all communications with other Government contractors in connection with this contract, the contractor employee shall state that they have no authority to in any way change the contract and that if the other contractor believes this communication to be a direction to change their contract, it should notify the CO for that contract and not carry out the direction until a clarification has been issued by the CO.

The contractor shall ensure that all of its employees working on this contract are informed of the substance of this clause. Nothing in this clause shall limit the Government's rights in any way under any other provision of the contract, including those related to the Government's right to inspect and accept the services to be performed under this contract. The substance of this clause shall be included in all subcontracts at any tier.

#### **H.11 GOVERNMENT FURNISHED EQUIPMENT AND SERVICES (JUL 2004)**

The Government will furnish all supplies, material, and equipment as identified in Section J, Attachment J.8 - Government-Furnished Property List, that are required for the work to be performed in Section C. This includes but is not limited to the following:

1. Office Equipment

The Volpe Center will make available to the contractor personnel the following items: desks, chairs, tables, bookcases, wastebaskets, convenience copiers, filing cabinets, office supplies, and similar furniture and equipment as determined by the COTR to be necessary for performing the services required.

2. Telecommunications Service

The Volpe Center will provide telephone equipment and service, including voice mail and facsimile machines, for use by contractor personnel under this contract when located at a Government facility for official use at no cost to the contractor as determined necessary by the COTR. The contractor shall be required to provide telephone service to personnel not located at a Government facility for official use in connection with the duties performed by the contractor under this contract as determined necessary by the COTR.

The Volpe Center will not provide cell phones and pagers under this contract. The contractor shall be required to provide cell phones and/or pagers as necessary for official use in connection with the duties performed by the contractor under this contract. Costs associated with cell phones and/or pagers shall be reimbursed by the Government when billed as ODCs.

3. Computers and Peripheral Equipment

The Volpe Center will provide computer workstations with basic software applications, including future technology refreshments (e.g., e-mail, Windows XP, Microsoft Office 2003), printers, and peripherals, for use by contractor personnel under this contract. The Volpe Center will connect these computers to the Volpe Center local area network and provide network support.

The Volpe Center will generally provide the above equipment and services directly. On occasion, with the prior approval of the CO and COTR, it may be preferable for the contractor to purchase equipment and supplies necessary for accomplishment of services required by the SOW/Section C and for the Government to reimburse the contractor for those purchases.

#### **H.12 USE OF GOVERNMENT-FURNISHED EQUIPMENT AND SERVICES**

The contractor shall ensure that its employees and subcontractors use Government-furnished equipment (GFE), including, without limitation, computers, telephones, and modems and services provided by the Government, including, without limitation, telephone service, electronic mail, and internet services, only

in an authorized manner and consistent with applicable law and policies, orders, and regulations of the DOT and the Volpe Center as they may be amended from time to time (See DOT Orders H 1350.2 Ch. 14-3, and Volpe Order 1370.6A).

The Volpe Center routinely monitors use of the Internet and electronic mail for unauthorized use. The contractor must advise its employees and subcontractors that they should have no expectation of privacy while using GFE and services provided by the Government.

The contractor agrees to include the substance of this clause in company policy and procedures or employee rules of conduct and to include a statement that the contractor will take appropriate disciplinary action should violations occur. The contractor shall periodically remind its employees and subcontractors of this policy.

### **H.13 GOVERNMENT-CONTROLLED PROPERTY**

Property assigned to the contractor for use under this contract will be identified in the Volpe Center Property System under a unique Property Management Area (PMA). The contractor shall assume responsibility for all property assigned to the contractor's PMA in accordance with Section I, GFP Clauses.

### **H.14 PERFORMANCE OF WORK AND SAFETY PROVISIONS ON GOVERNMENT PREMISES (MAR 2005)**

Any work under this contract that is performed by the contractor or any of its subcontractors on premises that are under direct control of the Government is subject to the following provisions:

1. Performance of work on Government premises shall be confined to the area(s) specified by the CO or designee. In performance of this work, the contractor shall (a) conform to all safety rules and requirements as are in effect during the term of the contract; and (b) take such additional precautions as the CO may reasonably require for safety and accident prevention purposes.
2. The contractor shall designate to the CO or designee, in writing, an on-site safety representative.
3. Any violation of applicable safety rules and requirements shall be promptly corrected as directed by the CO.

### **H.15 TRAVEL (MAR 2005)**

Travel directly related to the performance of work in accordance with Section C shall not be permitted unless authorized under a job order. All requests for travel must be approved by the job order initiator in writing in advance of travel taking place. The actual costs for lodging, meals, and incidentals will be considered reasonable and allowable if they do not exceed the maximum per diem rates in effect at the time of travel as set forth in the Federal Travel Regulations. A written justification must be provided for higher amounts in special or unusual circumstances in accordance with the FAR Subpart 31.205-46.

Compensation for time in excess of eight hours a day is allowable only to the extent such compensation conforms to established compensation practices throughout the contractor's organization on non-Governmental work.

**H.16 PARKING (FEB 2005)**

At the time of contract award, the Government will provide on-site parking spaces for up to 45 percent of the contractor personnel assigned to work during the Volpe Center's hours of operation between 7 a.m. and 6 p.m. Contractor personnel assigned to non-standard business hour shifts will not be considered part of the 45 percent allocation and will receive parking. These allocations are subject to change at the discretion of the Government.

**H.17 OTHER DIRECT COSTS (MAR 2005)**

Reimbursement of ODCs will be limited to those cost elements and amounts that are proposed by contract year without prior approval by the CO. The table below will be completed at time of award.

ODC Proposed	Amount				
	CY1	CY2	CY3	CY4	CY5

**H.18 ISSUANCE OF TASK ORDERS (OCT 2001)**

Under this contract, as firm work requirements materialize within the period of performance set forth herein and within the funds allotted hereunder, the CO will direct the contractor to perform work as generally described in Section C. The CO will issue such directions to the contractor in the form of TOs. Prior to issuance of any TO, the CO will discuss with the contractor the work to be performed, the timing thereof, and will negotiate the estimated cost thereof. In the event that an agreement cannot be reached on the estimated cost of any TO, the CO may unilaterally determine the estimated cost of that TO. In such event, the contractor may seek relief or remedies as set forth in Section I, Disputes Clause. Except as specifically provided herein, the Government makes no presentation as to the number of TO or the actual amount of work which will be assigned. The contractor shall not perform any work hereunder nor incur any cost hereunder until it receives a specific TO signed by the CO. Each TO will contain at a minimum the following:

1. Sequential number;
2. Type of TO (e.g., performance-based or level of effort (LOE));
3. Statement of the problem;
4. Scope of work effort;
5. Reporting requirements;
6. Time schedule of performance;
7. Estimated cost;
8. Required signature; and
9. Delivery, inspection, and final acceptance points.

If a TO will culminate in a report, the TO will specify the type of report and format required.

#### **H.19 TASK ORDER LIMITATIONS (DEC 1998)**

The issuance of TOs hereunder does not relieve the contractor of its responsibilities under Section I, FAR Clauses 52.2323-22, titled Limitation of Funds, and/or 52.232-20, titled Limitation of Costs. The applicable clause, Limitation of Funds, for incrementally funded TOs and Limitation of Costs, for fully funded TOs applies to individual TOs as well as to the contract as a whole.

Costs incurred under a TO shall relate only to the performance of the work called for in that TO. The level of effort or the funds allocated to a TO may not be applied to work under any other TO issued under the contract without the written authorization of the CO.

The term “TO” shall be substituted for “Schedule” wherever the word appears in FAR Clauses 52.232-20, Limitation of Cost, or 52.232-22, Limitation of Funds, as specified. In the event that fully funded job orders are issued under a TO, the provisions of the appropriate clauses shall apply to each job order as if it were a TO.

## SECTION I - CONTRACT CLAUSES

### I.1 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses, by reference, with the same force and effect as if they were given in full text. Upon request, the CO will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

Federal Acquisition Regulations: <http://www.arnet.gov/far>

Department of Transportation Acquisition Regulations: <http://www.dot.gov/ost/m60/tamtar>

### I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

NUMBER	TITLE	DATE
52.202-1	DEFINITIONS	JUL 2004
52.203-3	GRATUITIES	APR 1984
52.203-5	COVENANT AGAINST CONTINGENT FEES	APR 1984
52.203-6	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT	JUL 1995
52.203-7	ANTI-KICKBACK PROCEDURES	JUL 1995
52.203-8	CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY	JAN 1997
52.203-10	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY	JAN 1997
52.203-12	LIMITATION ON PAYMENTS TO INFLUENCE INFLUENCE CERTAIN FEDERAL TRANSACTIONS	JUNE 2003
52.204-2	SECURITY REQUIREMENTS	AUG 1996
52.204-4	PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER	AUG 2000
52.204-7	CENTRAL CONTRACTOR REGISTRATION	OCT 2003
52.209-6	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT	JAN 2005
52.215-2	AUDIT AND RECORDS--NEGOTIATION	JUN 1999
52.215-8	ORDER OF PRECEDENCE - UNIFORM CONTRACT FORMAT	OCT 1997
52.215-11	PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA-MODIFICATIONS	OCT 1997
52.215-13	SUBCONTRACTOR COST OR PRICING DATA—MODIFICATIONS	OCT 1997
52.215-15	PENSION ADJUSTMENTS AND ASSET REVISIONS	OCT 2004
52.215-18	REVERSION OR ADJUSTMENT OF PLANS OR POSTRETIREMENT BENEFITS (PRB) OTHER THAN PENSIONS	OCT 1997
52.215-21	REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA –MODIFICATIONS	OCT 1997

52.216-7	ALLOWABLE COST AND PAYMENT	DEC 2002
52.216-18	ORDERING Fill-in: (a) five years from the date of contract award	OCT 1995
52.216-19	ORDER LIMITATIONS Fill-ins: Paragraph (a): less than \$2,500 Subparagraph (b)(1): \$35,000,000 Subparagraph (b)(2): \$35,000,000 Subparagraph (b)(3): Seven (7) Days Paragraph (d): Seven (7) Days	OCT 1995
52.216-22	INDEFINITE QUANTITY Fill-in Paragraph (d): six months after the end of the term of the contract.	OCT 1995
52.217-8	OPTION TO EXTEND SERVICES Fill-in: 30 calendar days before the end of the term of the contract	NOV 1999
52.219-4	NOTICE OF PRICE EVALUATION PREFERENCE FOR HUBZONE SMALL BUSINESS CONCERNS	OCT 2004
52.219-8	UTILIZATION OF SMALL BUSINESS CONCERNS	MAY 2004
52.219-9	SMALL BUSINESS SUBCONTRACTING PLAN	JAN 2002
52.219-16	LIQUIDATED DAMAGES – SUBCONTRACTING PLAN	JAN 1999
52.219-25	SMALL DISADVANTAGED BUSINESS PARTICIPATION PROGRAM – DISADVANTAGED STATUS AND REPORTING	OCT 1999
52.222-2	PAYMENT FOR OVERTIME PREMIUMS Fill-in: (a) zero	JUL 1990
52.222-3	CONVICT LABOR	JUN 2003
52.222-4	CONTRACT WORK HOURS AND SAFETY STANDARDS ACT – OVERTIME COMPENSATION	SEPT 2000
52.222-21	PROHIBITION OF SEGREGATED FACILITIES	FEB 1999
52.222-26	EQUAL OPPORTUNITY	APR 2002
52.222-35	EQUAL OPPORTUNITY FOR SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER VETERANS	DEC 2001
52.222-36	AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES	JUN 1998
52.222-37	EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS	DEC 2001
52.222-41	SERVICE CONTRACT ACT OF 1965, AS AMENDED	MAY 1989
52.223-5	POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION	AUG 2003
52.223-6	DRUG-FREE WORKPLACE	MAY 2001
52.223-10	WASTE REDUCTION PROGRAM	AUG 2000
52.223-14	TOXIC CHEMICAL RELEASE REPORTING	AUG 2003
52.224-1	PRIVACY ACT NOTIFICATION	APR 1984
52.224-2	PRIVACY ACT	APR 1984
52.225-3	BUY AMERICAN ACT – NORTH AMERICAN FREE TRADE AGREEMENT - ISRAELI TRADE ACT	JAN 2005
52.225-13	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES	MAR 2005

52.227-1	AUTHORIZATION AND CONSENT –	JUL 1995
52.227-2	NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT	AUG 1996
52.227-3	PATENT INDEMNITY	APR 1984
52.227-3	PATENT INDEMNITY (APR 1984) ALTERNATE I	APR 1984
52.227-12	PATENT RIGHTS - RETENTION BY THE CONTRACTOR (LONG FORM)	JAN 1997
52.227-14	RIGHTS IN DATA - GENERAL	JUN 1987
52.227-14	RIGHTS IN DATA – GENERAL (JUN 1987) ALTERNATE II (JUN 1987)	JUN 1987
52.227-14	RIGHTS IN DATA – GENERAL (JUN 1987) ALTERNATE III (JUN 1987)	JUN 1987
52.227-16	ADDITIONAL DATA REQUIREMENTS	JUN 1987
52.227-19	COMMERCIAL COMPUTER SOFTWARE- RESTRICTED RIGHTS	JUN 1987
52.228-5	INSURANCE – WORK ON A GOVERNMENT INSTALLATION	JAN 1997
52.228-7	INSURANCE - LIABILITY TO THIRD PERSONS	MAR 1996
52.230-2	COST ACCOUNTING STANDARDS	APR 1998
52.230-3	DISCLOSURE AND CONSISTENCY OF COST ACCOUNTING STANDARDS	APR 1998
52.230-4	CONSISTENCY IN COST ACCOUNTING PRACTICES	AUG 1992
52.230-6	ADMINISTRATION OF COST ACCOUNTING STANDARDS	APR 2005
52.232-1	PAYMENTS	APR 1984
52.232-9	LIMITATION ON WITHHOLDING OF PAYMENTS	APR 1984
52.232-17	INTEREST	JUN 1996
52.232-18	AVAILABILITY OF FUNDS	APR 1984
52.232-19	AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR	APR 1984
52.232-20	LIMITATION OF COST	APR 1984
52.232-22	LIMITATION OF FUNDS	APR 1984
52.232-23	ASSIGNMENT OF CLAIMS	JAN 1986
52.232-25	PROMPT PAYMENT	OCT 2003
52.232-33	PAYMENT BY ELECTRONIC FUNDS TRANSFER - CENTRAL CONTRACTOR REGISTRATION	OCT 2003
52.233-1	DISPUTES	JUL 2002
52.233-1	DISPUTES (JUL 2002) - ALTERNATE I	DEC 1991
52.233-3	PROTEST AFTER AWARD	AUG 1996
52.233-3	PROTEST AFTER AWARD (AUG 1996) – ALTERNATE I	JUN 1985
52.237-2	PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION	APR 1984
52.237-3	CONTINUITY OF SERVICES	JAN 1991
52.239-1	PRIVACY OR SECURITY SAFEGUARDS	AUG 1996
52.242-1	NOTICE OF INTENT TO DISALLOW COSTS	APR 1984
52.242-3	PENALTIES FOR UNALLOWABLE COSTS	MAY 2001
52.242-4	CERTIFICATION OF FINAL INDIRECT COSTS	JAN 1997
52.242-13	BANKRUPTCY	JUL 1995
52.243-1	CHANGES FIXED-PRICE*	AUG 1987

\*Applicable to CLIN 0001 and 0004 only



52.243-2	CHANGES - COST-REIMBURSEMENT - -	AUG 1987
52.243-2	CHANGES - COST-REIMBURSEMENT (AUG 1987) - ALTERNATE II	APR 1984
52.243-7	NOTIFICATION OF CHANGES	APR 1984
52.244-2	SUBCONTRACTS	AUG 1998
52.244-2	SUBCONTRACTS (AUG 1998) – ALTERNATE II	MAR 2005
52.244-5	COMPETITION IN SUBCONTRACTING	DEC 1996
52.245-1	PROPERTY RECORDS	APR 1984
52.245-5	GOVERNMENT PROPERTY (COST-REIMBURSEMENT, TIME-AND-MATERIAL, OR LABOR-HOUR CONTRACTS)	MAY 2004
52.245-19	GOVERNMENT PROPERTY FURNISHED “AS IS”	APR 1984
52.246-25	LIMITATION OF LIABILITY - SERVICES	FEB 1997
52.247-64	PREFERENCE FOR PRIVATELY OWNED U.S.-FLAG COMMERCIAL VESSELS	APR 2003
52.248-1	VALUE ENGINEERING	FEB 2000
52.249-6	TERMINATION (COST-REIMBURSEMENT)	MAY 2004
52.249-14	EXCUSABLE DELAYS	APR 1984
52.251-1	GOVERNMENT SUPPLY SOURCES	APR 1984
52.253-1	COMPUTER GENERATED FORMS	JAN 1991

## **II. TRANSPORTATION ACQUISITION REGULATION (48 CFR CHAPTER 12) CLAUSES**

<b>NUMBER</b>	<b>TITLE</b>	<b>DATE</b>
1252.209-70	DISCLOSURE OF CONFLICTS OF INTEREST	OCT 1994
1252.223-71	ACCIDENT AND FIRE REPORTING	OCT 1994
1252.237-70	QUALIFICATIONS OF EMPLOYEES	OCT 1994
1252.242-72	DISSEMINATION OF CONTRACT INFORMATION	OCT 1994
1252.245-70	GOVERNMENT PROPERTY REPORTS	OCT 1994

### **I.2 FAR 52.204-1 APPROVAL OF CONTRACT (DEC 1989)**

This contract is subject to the written approval of the Head of Contracting Activity and shall not be binding until so approved.

### **I.3 FAR 52.215-19 NOTIFICATION OF OWNERSHIP CHANGES (OCT 1997)**

- (a) The contractor shall make the following notifications in writing:
- (1) When the contractor becomes aware that a change in its ownership has occurred, or is certain to occur, that could result in changes in the valuation of its capitalized assets in the accounting records, the contractor shall notify the Administrative Contracting Officer (ACO) within 30 days.
  - (2) The contractor shall also notify the ACO within 30 days whenever changes to asset valuations or any other cost changes have occurred or are certain to occur as a result of a change in ownership.
- (b) The contractor shall-
- (1) Maintain current, accurate, and complete inventory records of assets and their costs;
  - (2) Provide the ACO or designated representative ready access to the records upon request;

- (3) Ensure that all individual and grouped assets, their capitalized values, accumulated depreciation or amortization, and remaining useful lives are identified accurately before and after each of the contractor's ownership changes; and
  - (4) Retain and continue to maintain depreciation and amortization schedules based on the asset records maintained before each contractor ownership change.
- (c) The contractor shall include the substance of this clause in all subcontracts under this contract that meet the applicability requirement of FAR 15.408(k).

**I.4 FAR 52.222-42 STATEMENT OF EQUIVALENT RATES FOR  
FEDERAL HIRES (MAY 1989)**

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

*This Statement is for Information Only:  
It is not a Wage Determination*

See Section J, Attachment J.7 – U.S. Department of Labor Wage Determination

**I.5 FAR 52.244-6 SUBCONTRACTS FOR COMMERCIAL ITEMS AND  
COMMERCIAL COMPONENTS (DEC 2004)**

(a) Definitions. As used in this clause -

"Commercial item" has the meaning contained in the Federal Acquisition Regulation 2.101, Definitions.

"Subcontract" includes a transfer of commercial items between divisions, subsidiaries, or affiliates of the Contractor or subcontractor at any tier.

(b) To the maximum extent practicable, the Contractor shall incorporate, and require its subcontractors at all tiers to incorporate, commercial items or non-developmental items as components of items to be supplied under this contract.

(c)(1) The Contractor shall insert the following clauses in subcontracts for commercial items:

- (i) 52.219-8, Utilization of Small Business Concerns (May 2004)(15 U.S.C. 637 (d) (2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$500,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

- (ii) 52.222-26, Equal Opportunity (Apr 2002) (E.O. 11246);
- (iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (Dec 2001) (38 U.S.C. 4212(a));
- (iv) 52.222-36, Affirmative Action for Workers with Disabilities (Jun 1998) (29 U.S.C. 793);
- (v) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (Dec 2004) (E.O. 13201). Flow down as required in accordance with paragraph (g) of FAR clause 52.222-39).
- (vi) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Apr 2003) (46 U.S.C. 1241 and 10 U.S.C. 2631) (flow down required in accordance with paragraph (d) of FAR clause 52.247-64).

(2) While not required, the Contractor may flow down to subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(d) The Contractor shall include the terms of this clause, including this paragraph (d), in subcontracts awarded under this contract.

#### **I.6 TAR 1252.215-70 KEY PERSONNEL AND/OR FACILITIES (OCT 1994)**

- (a) The personnel and/or facilities as specified in paragraph (c) are considered essential to the work being performed hereunder and may, with the consent of the contracting parties, be changed from time to time during the course of the contract by adding or deleting personnel and/or facilities, as appropriate.
- (b) Prior to removing, replacing, or diverting any of the specified individuals or facilities, the contractor shall notify, in writing, and receive consent from, the Contracting Officer reasonably in advance of the action and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on this contract.
- (c) No diversion shall be made by the contractor without the written consent of the Contracting Officer. The Contracting Officer may ratify, in writing, the change and such ratification shall constitute the consent of the Contracting Officer required by this clause.

<b>CLIN</b>	<b>Organization Position or Labor Category</b>	<b>Key Personnel</b>
TBD	TBD	TBD
TBD	TBD	TBD
TBD	TBD	TBD
TBD	TBD	TBD

**I.7 TAR 1252.216-71 DETERMINATION OF AWARD FEE (OCT 1994) (Applicable only to CLIN 0002 and 0003)**

The Government shall evaluate the contractor's performance at the end of each specified evaluation period(s) to determine the amount of award. The contractor agrees that the amount of award and the award fee methodology are unilateral decisions to be made at the sole discretion of the Government.

- (a) Contractor performance shall be evaluated according to a Performance Evaluation Plan. The contractor shall be periodically informed of the quality of its performance and areas in which improvements are expected.
- (b) The contractor shall be promptly advised, in writing, of the determination and reasons why the award fee was or was not earned. The contractor may submit a performance self-evaluation for each evaluation. The amount of the award is at the sole discretion of the Government, but any self-evaluation received within 30 days after the end of the current evaluation period will be given such consideration as may be deemed appropriate by the Government.
- (c) The Government may specify that a fee not earned during a given evaluation period may be accumulated and be available for allocation to one or more subsequent periods. In that event, the distribution of award fee shall be adjusted to reflect such allocations.

**I.8 TAR 1252.216-72 PERFORMANCE EVALUATION PLAN (OCT 1994) (Applicable only to CLIN 0002 and 0003)**

- (a) A Performance Evaluation Plan shall be unilaterally established by the Government based on the criteria stated in the contract and used for the determination of award fee. This plan shall include the criteria used to evaluate each area and the percentage of award fee (if any) available for each area. A copy of the plan shall be provided to the contractor 30 calendar days prior to the start of the first evaluation period.
- (b) The criteria contained within the Performance Evaluation Plan may relate to: (1) Technical (including schedule) requirements if appropriate; (2) Management; and (3) Cost.
- (c) The Performance Evaluation Plan may, consistent with the contract, be revised unilaterally by the Government at any time during the period of performance. Notification of such changes shall be provided to the contractor within 45 calendar days prior to the start of the evaluation period to which the change will apply.

The following evaluation factors and weights will be incorporated into the Performance Evaluation Plan to be provided to the contractor in accordance with this clause.

Performance Evaluation Factors and Weights

Applicable CLIN	Evaluation Factors	Weights
CLIN 0002	Contract Management and Administration, including technical leadership, project planning and management, cost control, quality control and configuration management, contract administration, and business relations.	100%
CLIN 0003	Information Systems Support, including project staffing, quality of deliverables, cost estimation and control, and timeliness of deliverables.	100%

**I.9 TAR 1252.216-73 DISTRIBUTION OF AWARD FEE (OCT 1994) (Applicable only to CLIN 0002 and 0003)**

(a) The total amount of award fee available under this contract is assigned according to the following evaluation periods and amounts:

Performance Period Number	Start Date	End Date	Maximum Available Award Fee
			CLIN 0002      CLIN 0003

(b) Payment of the base fee and award fee shall be made, provided that after payment of 85 percent of the base fee and potential award fee, the Government may withhold further payment of the base fee and award fee until a reserve is set aside in an amount that the Government considers necessary to protect its interest. This reserve shall not exceed 15 percent of the total base fee and potential award fee or \$100,000, whichever is less.

(c) In the event of contract termination, either in whole or in part, the amount of award fee available shall represent a pro rata distribution associated with evaluation period activities or events as determined by the Government.

(d) The Government will promptly make payment of any award fee upon the submission by the contractor to the contracting officer's authorized representative, of a public voucher or invoice in the amount of the total fee earned for the period evaluated. Payment may be made without using a contract modification.

**I.10    TAR 1252.245-70 GOVERNMENT PROPERTY REPORTS (OCT 1994)**

The contractor shall prepare an annual report of Government property in its possession and the possession of its subcontractors.

The report shall be submitted to the CO not later than September 15 of each calendar year on Form DOT F 4200.43, Contractor Report of Government Property.

**SECTION J - LISTING OF ATTACHMENTS**

- J.1 BILLING INSTRUCTIONS AND PROCEDURES FOR THE CONTRACTOR**
- J.2 ELECTRONIC SUBMISSION REQUIREMENTS**
- J.3 JOB ORDER SYSTEM PROCEDURES**
- J.4 USER ACCOUNTABILITY SYSTEM (UAS) FORMATS AND REPORTS**
- J.5 PERFORMANCE EVALUATION PLAN**
- J.6 RED-YELLOW-GREEN PROJECT SUMMARY REPORTS**
- J.7 U.S. DEPARTMENT OF LABOR WAGE DETERMINATIONS**
- J.8 GOVERNMENT-FURNISHED PROPERTY LIST**
- J.9 CONTRACT SECURITY CLASSIFICATION SPECIFICATION, DD-254**

**SECTION K – REPRESENTATION, CERTIFICATIONS, AND  
OTHER STATEMENTS OF OFFERORS OR QUOTERS**

**K.1 FAR 52.204-8 ANNUAL REPRESENTATIONS AND CERTIFICATIONS  
(JAN 2005)**

(a)(1) If the clause at 52.204-7, Central Contractor Registration, is included in this solicitation, paragraph (b) of this provision applies.

(2) If the clause at 52.204-7 is not included in this solicitation, and the offeror is currently registered in CCR, and has completed the ORCA electronically, the offeror may choose to use paragraph (b) instead of completing the corresponding individual representations and certifications in the solicitation. The offeror shall indicate which option applies by checking one of the following boxes:

- ☐ (i) Paragraph (b) applies.  
☐ (ii) Paragraph (b) does not apply and the offeror has completed the individual representations and certifications in the solicitation.

(b) The offeror has completed the annual representations and certifications electronically via the Online Representations and Certifications Application (ORCA) website at <http://orca.bpn.gov>. After reviewing the ORCA database information, the offeror verifies by submission of the offer that the representations and certifications currently posted electronically have been entered or updated within the 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201); except for the changes identified below [*offeror to insert changes, identifying change by clause number, title, date*]. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

FAR Clause #	Title	Date	Change

Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted in ORCA.



## SECTION L – INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS OR QUOTERS

### L.1 FAR 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the CO will make their full text available. The Offeror is cautioned that the listed provisions may include blocks that must be completed by the Offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the Offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

<http://farsite.hill.af.mil/vffar.htm>

<http://www.dot.gov/ost/m60/tamtar/>

### I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) PROVISIONS

NUMBER	TITLE	DATE
52.204-6	DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER.	OCT 2003
52.214-34	SUBMISSION OF OFFERS IN THE ENGLISH LANGUAGE	APR 1991
52.214-35	SUBMISSION OF OFFERS IN U.S. CURRENCY	APR 1991
52.215-1	INSTRUCTIONS TO OFFERORS - COMPETITIVE ACQUISITION	JAN 2004
52.215-16	FACILITIES CAPITAL COST OF MONEY	JUN 2003
52.215-17	WAIVER OF FACILITIES CAPITAL COST OF MONEY	OCT 1997
52.215-20	REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA ALTERNATIVE IV (OCT 1997)	OCT 1997
52.222-24	PREAWARD ON-SITE EQUAL OPPORTUNITY COMPLIANCE EVALUATION	FEB 1999
52.222-46	EVALUATION OF COMPENSATION FOR PROFESSIONAL EMPLOYEES	FEB 1993
52.237-1	SITE VISIT	APR 1984

## **II. TRANSPORTATION ACQUISITION REGULATION (48 CFR CHAPTER 12) PROVISIONS**

<b>NUMBER</b>	<b>TITLE</b>	<b>DATE</b>
1252.209-70	DISCLOSURE OF CONFLICTS OF INTEREST	OCT 1994

**(NOTE: THE FOLLOWING PROVISIONS ARE ALSO INCORPORATED BY REFERENCE INTO THIS SOLICITATION. PORTIONS OF THE TEXT OF THESE CLAUSES ARE SHOWN ONLY FOR THE PURPOSE OF IDENTIFYING REQUIRED FILL-IN ITEMS).**

### **FAR 52.215-1 - INSTRUCTIONS TO OFFERORS - COMPETITIVE ACQUISITION. (JAN 2004)**

52.215-1(e)(1) Mark the title page with the following legend: This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed in whole or in part - for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this Offeror as a result of - or in connection with - the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets *[insert numbers or other identification of sheets]*.

### **FAR 52.215-20 - REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA (OCT 1997) -- ALTERNATE IV (OCT 1997)**

- (a) Submission of cost or pricing data is not required.
- (b) Provide information described below: See L.6 - COST/BUSINESS PROPOSAL – INSTRUCTIONS TO OFFERORS.

### **L.2 FAR 52.216-1 TYPE OF CONTRACT (APR 1984)**

The Government contemplates award of a [See Section B.1] contract resulting from this solicitation.

### **L.3 FAR 52.233-2 SERVICE OF PROTEST (AUG 1996)**

- (a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the CO (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

DOT/RITA/Volpe National Transportation Systems Center  
Attn: Michael Leary, CO, DTS-853  
55 Broadway  
Cambridge, MA 02142-1093

- (b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

#### **L.4 GENERAL INFORMATION**

##### **L.4.A. PRE-PROPOSAL CONFERENCE AND SITE VISIT AND ELECTRONIC LIBRARY**

A pre-proposal conference and site visit for all prospective Offerors will be held at the Volpe Center, 55 Broadway, Cambridge, Massachusetts 02142-1093, on **May 10, 2005**, at 10:00 A.M. local time. Questions will be answered relative to this procurement. Directions to the Volpe Center may be found at the Center's Web site at <http://www.volpe.dot.gov/about/visiting.html>.

All prospective Offerors are urged to attend this conference. In order to make the conference as productive as possible, Offerors are requested to submit any questions they may have in writing by letter, fax, or by e-mail to the Contract Specialist, Donna Brickley, RTV-6D2, at:

DOT/RITA/Volpe National Transportation Systems Center  
Attn: Donna Brickley, RTV-6D2  
Ref: DTRT57-05-R-20106  
55 Broadway  
Cambridge, MA 02142-1093  
Fax: (617) 494-3024  
E-mail: Brickley@volpe.dot.gov

by noon local time on **May 3, 2005**. The Offeror shall be limited to three (3) attendees. The Offeror is required to submit in writing to the Contract Specialist, Donna Brickley, the names and titles of the company officials planning on attending the conference at least five business days before the date of the conference.

Failure of a prospective Offeror to submit any questions or to attend the conference will be construed to mean that the Offeror fully understands all requirements of the solicitation. Prospective Offerors are advised that the pre-proposal conference will be held solely for the purpose of explaining the specifications, terms, and conditions for this solicitation. All prospective Offerors are advised that at the conclusion of the conference, unless this solicitation is amended in writing, it will remain unchanged; and if an amendment is issued, normal procedures relating to the acknowledgment and receipt of any such amendment shall be applicable.

Offerors are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after contract award.

An Electronic Vendor Reference Library will be posted on the Volpe Center web site along with this Request for Proposals (RFP). The library contains information about the Volpe Center mission and organization and information on the kinds of jobs currently performed within the on-site Technical Support Services Contract. Offerors are urged to download the library and also to browse the entire Volpe Center web site for general information about the work of Volpe Center. Failure to inspect the library or web site will not constitute grounds for a claim after contract award.

#### **L.4.B. PROPOSAL IDENTIFICATION**

For ease of reference, an Offeror's submissions covering factors other than cost; i.e., Technical Excellence, Management Approach, Transition Approach, Staffing, and Past Performance, will be referred to in this RFP as the "Technical Proposal."

#### **L.4.C. AWARD WITHOUT DISCUSSIONS**

The Government intends to evaluate proposals and award a single contract based on the initial offer (FAR 52.215-1(f)(4)). While it is the Government's intent to make award based upon initial offers, the Government may, nevertheless, determine during the evaluation period that it is necessary to conduct discussions. In that case, the CO will proceed to establish a competitive range and conduct negotiations with the firms in that range. It is particularly important that each Offeror be fully responsive in providing its best offer initially since there may be no opportunity to revise proposals at a later date. Offerors' initial proposals shall be reviewed to determine whether they satisfy the formal requirements of the solicitation. Those proposals determined by the Government to be so grossly and obviously deficient as to be totally unacceptable on their face may be eliminated from further consideration before the initial evaluation. Failure of Offerors to respond to or follow the instructions regarding the organization and content of the proposal volumes may result in the entire offer being eliminated before or during the initial evaluation.

An incomplete or deficient cost and price proposal will impede the CO from performing an analysis to determine probable cost to the Government and reasonableness of proposed costs. If an Offeror's initial Cost Proposal is so grossly deficient or ambiguous that a meaningful cost analysis cannot be performed, or proposed costs are not supported or do not track to the supporting data required by the cost exhibits, that Offeror's Cost Proposal may be excluded from evaluation.

#### **L.4.D. CONSISTENCY BETWEEN TECHNICAL AND COST/BUSINESS PROPOSALS**

Offerors are required to ensure that the Technical and Cost/Business Proposals are consistent. All aspects of the Technical Proposal that impact cost, whether the cost treatment is direct or indirect, shall be identified in the Cost/Business Proposal. This includes, for example, ensuring that labor costs properly reflect salaries of persons whose resumes were submitted, including relocation costs for new hires.

Offerors shall identify in the Cost/Business Proposal those persons whose resumes were provided in accordance with Section C. Offerors must include the actual labor rates (based on salary divided by 2,087 hours) of those persons for whom resumes have been submitted and show clearly how those rates are incorporated into the category rates proposed.

#### **L.4.E. INQUIRIES**

Any inquiries or correspondence pertaining to the RFP (including any previously submitted in connection with the pre-proposal conference referenced at L.4.A.) must be received not later than 21 calendar days after issuance of this RFP. Address all written inquiries to:

DOT/RITA/Volpe National Transportation Systems Center  
Attn: Donna Brickley, RTV-6D2  
Ref: DTRT57-05-R-20106  
55 Broadway  
Cambridge, MA 02142-1093

The envelope must reference the solicitation number and the mail code. Questions may also be submitted by e-mail to [Brickley@volpe.dot.gov](mailto:Brickley@volpe.dot.gov) or by fax at (617) 494-3024. Any questions received after this date will be answered only if determined by the CO to be in the best interest of the Government. **NO ORAL INQUIRIES WILL BE ANSWERED.** No question of any nature or form may be directed to technical personnel. Any additions, deletions or changes to this procurement will be made by amendment to the RFP. Each amendment will be identified by number and receipt thereof will be acknowledged by each Offeror. Consistent with the dissemination of the RFP, **any amendment will be posted on the Volpe Center Acquisition Management Division INTERNET web site** (<http://www.volpe.dot.gov/procure/index.html>) and no paper copies will be mailed to prospective Offerors.

#### **L.4.F. SOLICITATION MAILING INSTRUCTIONS**

To facilitate proper handling of the offer or amendment thereof, it is imperative that the outermost envelope/package that contains the offer/amendment be addressed in the format presented in the “Issued by” Block on page 1 of this solicitation. Packages must be clearly labeled with the solicitation number and with a statement that the contents are “Proposal Data – To Be Opened By Addressee Only.”

#### **L.4.G. PROPOSAL SUBMISSION**

Offerors are required to submit their proposals in three separate volumes as follows:

##### Volume I – Technical Proposal – Written Submission

- Section A of this volume must include the response to the four hypothetical tasks.
- Section B of this volume must contain the organizational chart and description, matrix, and resumes for the proposed staff for Contract Management, CLIN 0002, as well as a narrative description of the approach to project management, technical leadership, staffing fluctuations, and performance criteria and measures related to Contract Management, CLIN 0002.
- Section C of this volume must contain the organizational chart and description, matrix, and resumes for the proposed staff for Contract Administration, CLIN 0002 as well as a narrative description of the performance criteria and measures related to Contract Administration, CLIN 0002.
- Section D of this volume must contain the description of the proposed transition approach, critical success factors, draft transition plan, and the resume of the proposed Transition Manager for CLIN 0001.
- Section E of this volume must contain the required list of the Offeror’s current contracts, copies of past performance reports or explanations of efforts to obtain them, and summary descriptions of the five most relevant contracts.
- Section F of this volume must contain the requested staff resumes for CLIN 0003.

Volume II –Structured Oral Presentation Slides

This volume must contain hard copies of the slides the Offeror intends to present.

Volume III – Cost/Business Proposal

This volume must consist of the attached Standard Form 33 (Solicitation, Offer and Award), solicitation documents, cost schedules, information other than cost and pricing data, contract cost control plan, information on professional employees' compensation, and the Small Business Subcontracting Plan.

Each volume should be complete in itself so that evaluation of each part may be accomplished concurrently and evaluation of the non-cost factors may be made strictly on the basis of technical merit.

**L.4.H. COPIES**

The Offeror must submit one original and six (6) copies each of the Technical Proposal and structured oral presentation slides (Volumes I and II) and one original and three (3) copies of the Cost/Business Proposal (Volume III). The Cost Proposal must also be submitted on a virus-free compact disk compatible with Microsoft Office 2000. Mark the compact disk with the Offeror's name and RFP number.

**L.4.I. TEXT**

The text of the proposal shall be formatted on 8 1/2 by 11-inch paper with printing on one side only. Pages shall also be consecutively numbered. Type size shall be 11 point proportional, averaging not more than 14 characters per inch (reduction is not permitted). Exceptions to these restrictions are fold-out pages to 11 by 17 inches used for diagrams, charts, or graphic material that will count as one page; type size may be as small as 8 point proportional. The text will be single spaced with minimum margins of 1 inch on the left, right, top, and bottom of the page.

**L.4.J. BINDING**

The volumes must be loose leaf and in binders which can be easily opened and closed.

**L.4.K. BINDER COVER INFORMATION**

All binders containing proposal material shall have spine labels containing the following information:

- Solicitation Number: DTRT57-05-R-20106
- Volume Number;
- Copy Number - each copy shall be numbered 1 of 7, 2 of 7, etc;
- Section/Tab - each binder shall be labeled with the Section/Tab identification for the information contained therein. For example, a binder containing Tabs 1-6 of Section E would be labeled "Section/Tab: E1 - E6". If Section/Tabs are not required for the Volume referenced, label "Section/Tab: N/A";

- Binder Number - if additional binders are needed for a specific Section they shall be numbered, 1 of 3, 2 of 3, etc. If only one binder per Section is used it shall be numbered, 1 of 1; and
- Offeror Identifier - place the word " Offeror: " with a blank line at the bottom of the binder label, for Government marking purposes.

**DO NOT include ANY vendor identification on the spine or cover of the binder (either on the spine label or elsewhere).**

## **L.5 TECHNICAL PROPOSAL -- INSTRUCTIONS TO OFFERORS**

### **L.5.A. INTRODUCTION**

Proposals must be structured in accordance with the instructions contained herein.

#### **1. Organization and Appearance**

The Offeror's Technical Proposal should be comprehensive and explicit. Elaboration of general corporate or company experience in non-related activities will detract from the quality of the proposal. All qualifications, experience, and capability should relate to the services required by the SOW/Section C. Legibility, conciseness, completeness, clarity of content, coherence, and brevity are important since they will facilitate the Government's evaluation procedure and will also assure maximum credit being properly assigned to the various aspects of the proposal.

#### **2. Page Limits**

The maximum number of pages that may be submitted is as follows:

**Response to Hypothetical Tasks:** The total overall page limit for the Offeror's response is 25 pages for all hypothetical tasks combined.

**Management Approach:** Section B of this volume addresses Contract Management, CLIN 0002. The narrative description of the items requested in Section L.5.B.1.b below is limited to ten pages. Additionally, an organization chart and a responsibility matrix for the Contract Management area shall be provided. The chart and the matrix are limited to one page per item (two pages total in addition to the ten-page narrative). The resumes for proposed Contract Management staff are to be presented in Section B and may not exceed an average of two pages per resume. Resume pages are excluded from the total page count for Section B.

Section C of this volume addresses Contract Administration, CLIN 0002. The narrative description of items requested below in Section L.5.B.1.b. is limited to ten pages. Additionally, an organization chart and a responsibility matrix for the Contract Management area shall be provided. The chart and the matrix are limited to one page per item (two pages total in addition to the ten-page narrative). The resumes for proposed Contract Administration staff are to be presented in Section C and may not exceed an average of two pages per resume. Resume pages are excluded from the total page count for Section C.

**Transition Approach:** The draft transition plan and description of critical success factors for the transition is limited to ten pages. The resume for the proposed Transition Manager may not exceed two pages.

**Past Performance:** The total overall page limit for the summaries of the Offeror's five most relevant contracts (covering prime and subcontractors) is 15 pages. There is no limit for the list of other current contracts required, for past performance reports, or for any information submitted by the Offeror to demonstrate that it has made its best efforts to ensure that customers provide past performance reports to the Volpe Center.

**Staffing:** Resumes submitted for CLIN 0003 may not exceed an average of two pages per resume.

### **3. Process**

The technical evaluation process has been designed to minimize the evaluation costs of both the Offeror and the Government. It reduces the Offeror's written submission to essential information that the Technical Evaluation Team will use to discriminate among Offerors.

After the receipt of offers (written proposals) by the Government, every eligible Offeror must make a structured oral presentation to the Government's Technical Evaluation Team. Paper copies of any slides to be used in the oral presentation are to be submitted in Volume II of the written Technical Proposal. Offerors may not change their presentation slides after this submission. The Technical Evaluation Team will not be provided with copies of the slides until immediately before each oral presentation. The purpose of this restriction is to assure Offerors of the fairness and integrity of the oral presentation process.

It is expected that the oral presentations will begin approximately 45 calendar days after the closing date for receipt of proposals. The presentations will be scheduled as tightly as possible, but the duration of the entire presentation process will be dependent upon the number of acceptable proposals received. The order in which Offerors will make their presentations to the Technical Evaluation Team will be determined by a drawing of lots by the CO after receipt of proposals. All Offerors will receive notification at least 14 calendar days in advance by facsimile transmission of letter and/or telephone of the date and time of their scheduled presentation. All Offerors will be asked to confirm their scheduled presentation date and time and to provide a list of their attendees and their company affiliation. Requests from Offerors to reschedule their presentations will not be entertained unless unusual and compelling reasons are presented to the CO. No rescheduling of presentations will be done unless determined necessary by the Government to resolve unanticipated problems or delays encountered in the presentation process.

#### **L.5.B. PROPOSAL CONTENT**

The Offeror's Technical Proposal shall consist of two parts as follows:

WRITTEN MATERIAL, including response to four (4) hypothetical tasks; contract administration and contract management organizational structure, matrix, and resumes; transition material; past performance material; and staff resumes.

STRUCTURED ORAL PRESENTATION, including (1) a technical approach presentation followed by a question-and-answer period, (2) questions and answers based upon the hypothetical tasks, (3) a management approach presentation followed by a question-and-answer period, and (4) a transition approach presentation followed by a question-and-answer period.



## **1. VOLUME I – WRITTEN MATERIAL**

### **a. RESPONSE TO HYPOTHETICAL TASKS**

The Offeror shall respond to each hypothetical task as indicated by the Response section within each hypothetical task. Each response to a hypothetical task must identify the principal author. This author must be part of the key personnel proposed for CLINs 0002 or 0003.

#### **Task 1 – IS Consolidation Feasibility Study**

##### Background

The Federal Motor Safety Office (FMSO) is exploring the feasibility of consolidating separate information systems used by its Departments of Safety & Security (DSS), Hazardous Materials Enforcement and Compliance (DHMEC), and Carrier Registration (DCR) to combine oversight, management, and support for these systems. Increasingly tighter budgets and an expanding need for timely and accurate data have given this initiative a high level of visibility. While the individual departments recognize the potential savings of eliminating overlapping systems and the need to share data, they also are concerned about maintaining sufficient control over their data and information systems to complete their individual missions effectively. Past attempts to consolidate a limited number of systems have failed because of data ownership issues, database and application design differences, incompatible data standards and definitions, and difficulties in communicating benefits to upper management.

##### Scope

The Volpe Center has been asked by the FMSO to conduct a feasibility study of consolidating the DSS, DHMEC, and DCR information systems. The Volpe Center has ongoing work with all three departments and provides support for many of their information systems. Volpe Center project managers for these systems do not work within the same division. The information systems range in size from stand-alone desktop systems to integrated mainframe, web, and client-server applications with interoffice data feeds. The systems typically contain specialized data and support tools required by the sponsoring department that are not used by other departments.

##### Objective

The objective of the task is to conduct the feasibility study and provide a final report for management action. At a minimum, the final report must include: (1) the key business and IS requirements used to establish the alternatives; (2) the identification of alternatives available; (3) an analysis of the alternatives, including costs, benefits, risks, and a high level project plan used to support the cost estimate for the alternative; and (4) a recommendation for management action.

##### Response

Assuming this is all the information available, the Offeror needs to provide a description of the framework it would use to manage the task, perform the feasibility study, and prepare the final report. The Offeror's response shall include a description of the approach to be used in managing the overall task execution; the methodologies or processes to be used to accomplish the various components of the feasibility study; metrics to be used to estimate potential costs, cost savings, and evaluate cost/benefit trade-offs; and key risk factors. The response shall address standards and methodologies to be applied to

complete the task, critical technical issues that need to be evaluated in developing the recommendation, organization dynamics, and any techniques or tools to be used to assess the effect of the consolidation on current operations.

## **Task 2 – IS Application Development and Migration**

### **Background**

The Federal Aviation Administration (FAA) has awarded a contract to a commercial vendor to operate and maintain a new telecommunications network to support its operations. This network will incorporate multi-service capabilities and will provide a modern, consolidated network infrastructure, enhanced security, end-to-end solutions, price management mechanisms, and a cost savings sharing provision. The contract requirements stipulate that, over the next three years, the FAA's telecommunications network support systems for ordering, financial management, and inventory must be updated to support direct electronic data exchange mechanisms rather than data in a paper format.

To support its current telecommunications network ordering, financial management, and inventory functions, the FAA Regions and Headquarters use an information system developed, operated, maintained, and supported by the Volpe Center. Most of the support for these activities is provided by contractor staff. Five (5) full-time equivalent (FTE) contractor employees are used currently to provide manual support to (a) review, correct, forward, and track telecommunications service requests submitted electronically by the FAA to another Government agency for service procurement; (b) perform manual financial management reconciliation of the telecommunications service requests and paper invoices submitted by vendors; and (c) maintain, reconcile, and provide reports to users for an inventory of both leased and owned telecommunications services using data entered manually from paper forms that are provided by telecommunication vendors and FAA Headquarters. Additionally, three (3) full-time equivalent (FTE) contractor employees currently are used for legacy system software program maintenance and enhancements and two (2) full-time equivalent (FTE) contractor employees provide operational support for the system.

The FAA has determined that it must change its business processes and IS systems for the ordering, inventory, and financial management functions to meet its contractual obligations for electronic data exchange with the commercial vendor. For cost efficiencies, the FAA has determined that it will incorporate all new business process support requirements for the new ordering, inventory, and financial management systems into the FAA Operations Support Center in Oklahoma City, OK. The FAA also has determined that, once baseline software functionality is established and deployed for the ordering, inventory, and financial management functions, system operations support and all subsequent application maintenance and enhancements support will be transferred to and managed by the FAA Operations Support Center in Oklahoma City, OK, for cost efficiencies.

### **Scope**

The FAA has asked the Volpe Center to provide a plan for the development and subsequent deployment of the FAA's new ordering, inventory and billing systems modules. The development and deployment aspects of the plan should reflect a transitional implementation approach for each module (e.g., ordering system, then inventory system, then billing system). Once all modules are deployed, the plan must provide a framework for decommissioning the existing system with minimal impact and disruptions to the system users.

Objective

The objective of this task is to develop a Software Development and Deployment Plan for the FAA's new ordering, inventory and billing systems modules. The plan must provide a framework for developing and deploying the new software application modules to support business processes using a transitional implementation approach. The transition from the existing legacy systems to the new systems identified for business applications, computer program maintenance, and computer operations maintenance should minimize risks and disruptions to the business processes and employees.

Response

Assuming this is all the information available, the Offeror needs to provide a description of how it would proceed with the development and implementation of a Software Development and Deployment Plan for this task. The response should include the Offeror's approach to overall project management activities for this task; an approach to project communications with all involved parties; the identification of key system development life cycle (SDLC) activities for task execution in the proposed Software Development and Deployment plan; the identification of any perceived critical technical and implementation issues; the Offeror's approach for parallel system operations (if not identified elsewhere); any business organization staffing and training issues; and the decommissioning of existing system. The Offeror's response to this task also shall address staffing considerations. For this hypothetical task, the Offeror shall presume that it is the incumbent contractor. In its response, the Offeror shall address (1) how it will "transition" or otherwise assign the ten (10) FTE contractor staff identified in the Background section of this task when the skill sets are no longer required for task execution; (2) how it will staff the skill set of personnel required to execute the Software Development and Deployment Plan; and (3) how it will "transition" or otherwise assign the contractor staff used to execute the Software Development and Deployment Plan when the task is complete and the skill sets are no longer needed for the task.

**Task 3 – IS Computer Operation Facility Support Migration Plan**Background

Within DOT, plans were developed to centralize the Research and Special Programs Administration (RSPA) computer operations and business software application support at RSPA Headquarters in Washington, D.C. The plans focused on a mid-term (3-5 year) consolidation plan for all RSPA information systems. RSPA's recent reorganization has altered these plans. RSPA has been reorganized into the Research and Innovative Technology Administration (RITA) and the Pipeline and Hazardous Materials Safety Administration (PHMSA). PHMSA consists of the Office of Pipeline Safety (OPS) and the Office of Hazardous Materials Safety (OHMS), both of which formerly operated within RSPA. The establishment of PHMSA presents an opportunity to "jump start" both the centralization of computer operations support and business software application support for OPS and OHMS.

Computer operations facility support encompasses support for production, end-user test, and development system computing environments. PHMSA currently provides some computer operations facility support at its centralized site in Washington, DC, but most facility support is provided at the Volpe Center. The Volpe Center provides computer operations facility support for PHMSA production, end-user test, and development systems. The Volpe Center is the only location of production legacy systems operating on hardware and software platforms that are not readily portable. (There are no legacy systems available or required for the end-user test or development environments.) The production legacy systems have been scheduled for retirement in six (6) months based on replacement software application development plans.

Business software application support is provided by PHMSA's in-house contracting staff in Washington, DC; the Volpe Center in Cambridge, MA; and by contracting staff at other locations. Business application support includes the development, enhancement, and maintenance of computer software applications. Business software application support also includes customer service activities for several different 'hot lines' that provide 24x7 customer support and require access to the applications.

#### Scope

The PHMSA IS Manager has requested Volpe Center support in developing plans for all aspects of the consolidation effort. Due to contractual obligations, business software application support cannot be consolidated into PHMSA Headquarters functions for at least two (2) years. There are no contractual obligations or constraints on the consolidation of computer operations facility support; consequently, the PHMSA IS Manager would like to proceed with a plan for centralizing all IS computer operations facility support at PHMSA Headquarters in Washington, DC, within nine (9) months. The PHMSA IS Manager has estimated a cost of \$100,000 for the development of the computer operations facility support plan.

#### Objective

The PHMSA IS Manager has requested Volpe Center support for developing a Computer Operations Facility Implementation Plan to centralize all IS computer operations facility support at PHMSA Headquarters in Washington, DC, within nine (9) months. The plan should provide a framework for relocating, establishing, and maintaining the required computing hardware for the disparate production, end-user test, and development systems needed to support the business application software. Due to the need to provide 24x7 customer service support for various business applications, the Operations Facility Implementation Plan must address the ability to provide uninterrupted customer service. The PHMSA IS Manager also has requested Volpe Center support in determining whether the estimated cost of \$100,000 is sufficient for developing the plan and in determining whether the nine-month time frame is realistic.

#### Response

Assuming this is all the information available, the Offeror needs to provide a description of how it would (1) estimate the cost for developing the Operations Facility Implementation Plan and (2) actually develop the Operations Facility Implementation Plan for centralizing IS computer operations facility support at PHMSA Headquarters in Washington, DC. The response should include the Offeror's identification of significant activities and milestones to be included in the Operations Facility Implementation Plan; the identification of critical issues, plan risks and risk mitigation strategies; a justification for the assessment of the realism of the project time frame; and a justification for the assessment of the realism of the plan cost estimate. In developing the response, the Offeror shall presume unequivocally that (a) all physical facility security requirements, physical facility system build-out requirements, and physical facility communication requirements needed at the Washington DC, central site will be met and that the Offeror's schedule must provide one (1) calendar month to meet these requirements; and (b) the requirements in item (a) immediately preceding are excluded as critical issues and/or risks in the Offeror's response.

### **Task 4 – IS Certification and Accreditation**

#### Background

SIGNALS is a vehicle defect identification system under development at the Volpe Center. SIGNALS is designed to replace and consolidate information from several systems that currently are dispersed geographically and that support different constituents. SIGNALS will provide capabilities for receiving and storing data and image submissions by vehicle manufacturers, validating the submissions, and

sending acknowledgement e-mails along with error log attachments to the filers. SIGNALS will provide functionality for ad hoc query and reporting, data monitoring, automated workflow, and system-assisted document generation. Other functions include fatality notifications, assignments and annotations, surveillance reporting, and foreign recalls.

The SIGNALS system consists of both an Intranet application for internal use (described above) and a public web site (Internet) application providing desensitized data to the public. The Internet application also will allow on-line filing of consumer complaints and early warning fatality reports for equipment and low volume vehicle manufacturers.

Once development is complete, the SIGNALS system (all hardware and software) will be installed at the Volpe Center, and the Volpe Center will provide operational facility support for the system. Consolidation of the functionality into one mega-system introduces new security vulnerabilities and concerns as well as opportunities to improve upon previous security architectures and processes. The SIGNALS system architecture will consist of its own virtual private network (VPN) with two segments, one for the Internet and the other for the Intranet. Contained on this network will be a Firewall server, Intrusion Detection Server, Antivirus server, database servers, web servers, documentation servers, secure FTP servers, tape library, and multiple storage area networks (SANs). Before the system can become operational, SIGNALS needs to be certified based on the requirements of the DOT Information Technology Security Program.

#### Scope

The Sponsor has requested the Volpe Center's assistance in developing plans and supporting documentation for system Certification and Accreditation (C&A) based on the DOT Information Technology Security Program. The security plan and related documents will provide the framework for the C&A process.

#### Objective

The objective of this task is to develop plans for, and perform all activities associated with, the C&A process. Areas of consideration include, but are not limited to, the following:

- Baseline configuration
- Server security check
- Risk assessment
- Contingency planning
- Supporting documentation development

#### Response

Assuming this is all the information available, the Offeror needs to provide a description of the plan, project activities, and the project schedule that it would develop to support all activities in the C&A process. In developing the response, the Offeror shall presume that its staff is responsible for providing the information system security subject matter expertise on this effort. The response needs to identify the issues and processes associated with the system C&A, implementation rules and regulations that need to be addressed, and the plan(s) and supporting document(s) that the Offeror will develop.

**b. MANAGEMENT APPROACH**

The Offeror shall:

- Describe its approach for providing effective planning, management, quality control, direction, cost control, and supervision of the work activities involved and the personnel performing them as described in CLIN 0002, Section C.3.A. The approach should identify project management systems and/or standards in place in the Offeror's organization to support project management activities described both in CLIN 0002, Section C.3., and CLIN 0003, Section C.4. This item shall be addressed in Section B of the response.
- Describe the approach for providing technical leadership for accomplishing the functions described in CLIN 0002, Section C.3.A of the SOW. This item shall be addressed in Section B of the response.
- Describe its approach for managing staffing fluctuations and skill mixes, including but not limited to new requirements for small (1 – 2 staff) projects with short (2 - 4 weeks) lead times, new requirements for various sized projects with moderate (2 – 3 month) lead times, and transitioning staff following both large and small project completions. This item shall be addressed in Section B of the response.
- Identify subjectively the five (5) most important performance criteria and related performance measures for accomplishing the work described in CLIN 0002, Section C.3.A., Contract Management. This item shall be addressed in Section B of the response.
- Describe the organizational structure for accomplishing the functions described in CLIN 0002, Section C.3.A, Contract Management, of the SOW. Roles, responsibilities, lines of authority, and LOE should be clearly described. Resumes for proposed staff regarded by the Offeror as key personnel shall be included. These staff will be incorporated into the Key Personnel clause in Section I.6 of the resulting contract. At a minimum, the Program Manager shall be considered key personnel. Offerors shall include an organizational chart and a matrix that maps functions identified in the SOW/Section C to specific staff and LOE. This item shall be addressed in Section B of the response.
- Describe the organizational structure for accomplishing the functions described in CLIN 0002, Section C.3.B, Contract Administration, of the SOW. Roles, responsibilities, lines of authority, and LOE should be clearly described. Resumes for proposed staff regarded by the Offeror as key personnel shall be included. These staff will be incorporated into the Key Personnel clause in Section I.6 of the resulting contract. Offerors shall include an organizational chart and a matrix that maps functions identified in the SOW/Section C to specific staff and LOE. This item shall be addressed in Section C of the response.
- Identify subjectively the five (5) most important performance criteria and performance measures for accomplishing the work described in section described in CLIN 0002, Section C.3.B., Contract Administration. This item shall be addressed in Section C of the response.

**c. TRANSITION APPROACH**

The Offeror shall submit a draft transition plan, based on a 90-calendar-day transition period, describing its approach to transition covering the topics listed below:

- Key transition personnel;
- Schedule of activities;
- Understanding of current workload and milestones;
- Minimizing disruption to ongoing tasks;
- Mitigating any project disruptions;
- Staffing projects, including retention of existing staff;
- Communications with key stakeholders; e.g., incumbent contractor management, incumbent staff, COTR, CO, and Volpe job order initiators;
- Project management systems;
- Understanding of and systems for tracking cost recovery; and
- Understanding of and interfacing with User Accountability System (UAS).

The Offeror shall describe five subjective (5) critical success factors for effecting the transition. The resume for the proposed Transition Manager shall be included and will be incorporated into the Key Personnel clause in Section I.6 of the resulting contract.

**d. PAST PERFORMANCE**

The Offeror shall submit its past performance information for both the Offeror and major (over 20 percent of the hours in the Cost/Business Proposal) proposed subcontractors. The Offeror shall submit this past performance data as a separate part of its proposals and it shall be clearly marked and identifiable.

Each Offeror will be evaluated on its performance under existing and prior contracts for similar products or services. Performance information will be used both for responsibility determinations and as an evaluation factor. Among the factors to be considered is the past performance of large business concerns in complying with Subcontracting Plan goals for small disadvantaged business concerns.

The Offeror must provide a list of contracts for similar products or services that it is currently performing or has completed within the past three years. Include the following information for each contract:

1. Name and address of customer.
2. Contract number.
3. Contract type.
4. Total contract value.
5. Description of contract work.
6. Contracting Officer's address, telephone number and e-mail address.
7. Contracting Officer's Technical Representative's address, telephone number and e-mail address.
8. Administrative Contracting Officer's address, telephone number and e-mail address (if different from item 6).
9. List of major subcontractors.

10. Assessment of relevance to requirements identified in this solicitation.
11. Whether any final or interim contract past performance report was or has been issued by the contracting agency. Copies of the final or most current past performance report must be submitted for the most relevant contracts as cited by the Offeror. Copies of reports on other than these contracts considered most relevant by the Offeror should not be submitted as part of the proposal but may be obtained by the Government if the Government considers the contracts relevant.

From the above list of contracts, the Offeror must select all contracts (but not to exceed five contracts) that it considers the most relevant in demonstrating its ability to perform the proposed effort. This list of most relevant contracts must be separated from the above list of contracts. The Offeror may also include information on problems encountered on the identified contracts and the Offeror's corrective actions.

**The Offeror is responsible for making all reasonable efforts to ensure that a completed evaluation report is provided for each of the cited contracts by no later than the due date for receipt of proposals.** If the contracting activity has completed a contractor evaluation report and provided a copy to the Offeror, particularly those completed in accordance with Subpart 42.15 of the FAR, a copy of this report is sufficient. If not, the Offeror is responsible for making all reasonable efforts to ensure that a copy of the performance evaluation report is provided directly to the Volpe Center CO or designee by the appropriate contracting activity's responding official by no later than the due date for receipt of proposals. If the contracting activity has not developed its own past performance evaluation report form, please refer that contracting activity to the Contractor Performance Report format found at National Institutes of Health Contractor Performance System website at: <http://cps.od.nih.gov/files/standardreport.doc>. This format, including the associated numeric ratings and criteria, should be used to submit the required past performance information for the proposal. Information contained in the evaluation reports shall be considered sensitive and shall not be released to other Offerors.

For all non-Federal Government references listed in the Offeror's proposal, the Offeror must send a Client Authorization Letter, included below as Exhibit A to the Technical Proposal Instructions, to assist in the timely processing of past performance evaluations. Client Authorization Letters must be mailed (or sent electronically by e-mail) to individual references by no later than the proposal submission date. The Offeror shall include a copy of all completed Client Authorization Letters (or e-mails) as part of the Past Performance submission.

The Government reserves the right to obtain additional information of relevant past performance history from any of the referenced contract contacts and from other Government sources. If the Government receives negative past performance information (indicating that performance was less than satisfactory) that is not accompanied by a response from the Offeror, a copy of the adverse information will be provided to the Offeror which will be given a limited period in which to provide a response. If no response is received from the Offeror within the specified timeframe, the negative past performance information will be evaluated as submitted.

If the Offeror has no relevant past performance history, it must affirmatively so state in its proposal. Offerors that state they have no relevant past performance history and Offerors that are unable to provide relevant past performance reports after making all reasonable efforts will not be evaluated favorably or unfavorably under this criteria, in accordance with FAR 15.305.



**If the Offeror does not include relevant past performance history or does not affirmatively state that no relevant past performance history exists or can be obtained, the Offeror's proposal will be ineligible for award.**

In submitting relevant past performance information, the Offeror may include information regarding predecessor companies, key personnel who have relevant experience, or subcontractors that will perform major or critical aspects of the requirement when such information is relevant to the instant acquisition.

The overall page limit for the list of the most relevant contracts (including any information on the problems encountered on the contracts) is 15 pages.

**Exhibit A**

**Client Authorization Letter**

[*Company Name*]  
[*Street Address*]  
[*City, State/Province Zip/Postal Code*]  
[*Date*]

[Recipient Name]  
[Address]  
[City, State/Province Zip/Postal Code]

Dear [Client]:

We are currently responding to the Volpe Center Request for Proposal No. \_\_\_\_\_ for the procurement of \_\_\_\_\_. The Volpe Center is placing increased emphasis in its acquisitions on past performance as a source selection evaluation factor. The Volpe Center requires Offerors to inform references identified in proposals that the Volpe Center may contact them about contract performance information.

If you are contacted by the Volpe Center for information on work we have performed under contract for your company/agency/state/local Government, you are hereby authorized to respond to Volpe Center inquiries.

Your cooperation is appreciated. Please direct any questions to \_\_\_\_\_.  
(Offeror's point of contact)

Sincerely,  
[*Your name*]  
[*Your position*]

**e. STAFFING**

It is expected that there will be some turnover of staff at the commencement of the new contract, even if the incumbent contractor is the Awardee, and that the successful Offeror will need to provide additional staff in order to fully perform all required tasks beginning on day one of the new contract.

Accordingly, the Offeror shall provide the resumes described below that demonstrate the qualifications of the Offeror's proposed personnel in terms of its technical expertise, experience, education, capabilities, and accomplishments relevant to the functional area requirements of this contract.

The Offeror shall submit the number of resumes specified below for the following labor categories from CLIN 0003:

Labor Category	Number of Resumes
IS Project Manager	3
Subject Matter Expert	3
IS Senior Engineer	5
IS Senior Programmer	5
Senior Systems Administrator	1
IS Senior Analyst	5

The resumes shall be by name and shall include the position currently held by the individual, his/her responsibilities, total number of years with the firm, and a brief description of experience, education, and accomplishments. Proposed assignments shall be keyed to personnel requirements as shown in the SOW/Section C. In addition to applicable technical experience, resumes should reflect experience (if any) in managing and/or directing projects in a multi-task/multi-disciplinary/non-personal support services environment. Resumes should be provided for only those personnel for whom the Offeror can make a firm commitment to this contract. Any uncertainties and/or part-time staff assignments should be clearly identified. Resumes must also be verifiable in that relevant dates, names, and addresses of educational institutions and employers must be provided for all experience, education, and specialized training claimed. **The individuals whose resumes are submitted and accepted by the Government will be incorporated into the Key Personnel clause in Section I.6 of the resulting contract.**

**f. SUMMARY OF REQUIRED RESUMES**

The Offeror shall submit the number of resumes specified below by CLIN:

<u>CLIN #</u>	<u>CLIN Title</u>	<u>Number of Required Resumes</u>	<u>Description</u>
0001	Transition	1	Transition Manager
0002	Contract Management and Administration	Minimum of 1; no maximum limit	Program Manager resume required plus resumes for proposed staff regarded by the Offeror as key personnel for Contract Management and Administration
0003	Information Systems	22	As specified in Section L.5.B.1.e

**For all CLINs, the individuals whose resumes are submitted and accepted by the Government will be incorporated into the Key Personnel clause in Section I.6 of the resulting contract.**

## **2. VOLUME II - ORAL PRESENTATION**

The structured oral presentation shall consist of three separate sections: Technical Excellence, Management Approach, and Transition Approach. The structured oral presentation shall not encompass proposed price, cost or fee.

<b>ORAL PRESENTATION SCHEDULE</b>				
	<b>Evaluation Criteria</b>	<b>Topic</b>	<b>Time Limit</b>	<b>Presenters</b>
1a.	Technical Excellence	Understanding of IS functions and portfolio of IS tasks	45 minutes	Program Manager and/or any of the Key Personnel for CLINs 0002 or 0003
		Break		
1b.	Technical Excellence	Structured Questions and Answers (Q&A) on Topic #1a above	Approximately 20 minutes	Presenters from #1a above
1c.	Technical Excellence	Structured Q&A based upon Hypothetical Tasks	Approximately 20 minutes	Principal Author(s) of written response
		Break		
2a.	Management Approach	Understanding of Contract Management and Administration	45 minutes	Program Manager and/or any Key Personnel for CLIN 0002
		Break		
2b.	Management Approach	Structured Q&As on Topic #2a above	Approximately 20 minutes	Presenters from #2a above
		Break		
3a.	Transition Approach	Understanding, approach and allocation of resources for transition	25 minutes	Transition Manager and/or any Key Personnel for CLINs 0001, 0002 or 0003
		Break		
3b.	Transition Approach	Structured Q&As on Topic #3a above	Approximately 10 minutes	Presenters(s) from #3a above

### **a. Technical Excellence (CLIN 0003)**

In order to allow evaluation of the Offeror's capability to provide transportation information project support services, the Offeror shall have 45 uninterrupted minutes to demonstrate its (1) understanding of IS identified in the SOW/Section C, in particular, its understanding of the relevant state-of-the-art, key transportation, and logistics issues and future directions for IS;

and (2) understanding of, and approach to, managing the portfolio of IS tasks currently performed at the Volpe Center (see project summaries in the Electronic Vendor Reference Library that is located at [http://www.volpe.dot.gov/procure/05r20106/EVRL\\_05r20106.doc](http://www.volpe.dot.gov/procure/05r20106/EVRL_05r20106.doc). The Offeror shall describe how it plans to meet the IS requirements of the contract and demonstrate that it has the necessary understanding, expertise, and experience to successfully accomplish the SOW/Section C. At the end of the presentation and after a short break, a structured question-and-answer period of approximately 20 minutes will take place. The structured questions will be directed the Offeror's understanding of IS functions and portfolio of IS tasks. Once this question-and-answer period is complete, there will be an additional approximately 20-minute question-and-answer period during which the Offeror shall respond to structured questions concerning the hypothetical tasks presented in the Request for Proposals.

**b. Management Approach (CLIN 0002)**

To allow a complete evaluation of the Offeror's capability to effectively and efficiently manage and administer the work represented by this contract as described in the SOW/Section C for CLIN 0002, the Offeror shall have 45 uninterrupted minutes to demonstrate its understanding, approach, and allocation of resources. The Offeror shall describe the capabilities and experience of its management team and organizational structure for overall contract management; describe key components of its processes/mechanisms for meeting contractual staffing requirements; describe its programs for project planning and management, quality control, cost control, staffing fluctuations, and configuration management; and describe its approach to performance of contract administration functions. The Offeror shall identify key management challenges and proposed strategies for meeting those challenges. At the end of the presentation and after a short break, a structured question-and-answer period of approximately 20 minutes will take place.

**c. Transition Approach (CLIN 0001)**

In order to allow complete evaluation of the Offeror's capability to transition to this contract as described in the SOW/Section C, CLIN 0001, the Offeror shall have 25 uninterrupted minutes to demonstrate its understanding, approach, and allocation of resources. The Offeror shall present its transition management plan; describe how it plans to meet the requirements of CLIN 0001; and demonstrate that it has the necessary understanding, expertise, and experience to accomplish a transition. At the end of the presentation, and after a short break, a structured question-and-answer period of approximately 10 minutes will take place.

It is the Government's assumption that the Awardee will reside within the Volpe Center complex at 55 Broadway, Cambridge, MA. Space and facilities plans should not be presented as part of Transition Approach.

**3. LOGISTICS**

**a. Offeror's Media Presentation:**

All presentations will take place at the Volpe Center, 55 Broadway, Cambridge, Massachusetts, in a meeting room sufficiently large enough to hold 20 people. The Offeror will present from the front of the room. The Government will videotape the presentations. The Government will provide a viewgraph overhead projector and screen for overhead slides; however, the Offeror may elect to use its own laptop and projector. If an Offeror brings its own equipment, it does so at its

own risk. An Offeror's oral presentation will not be rescheduled due to failure of its equipment; therefore, the Offeror is strongly encouraged to prepare overhead slides to provide visual support for its presentation.

NOTE: Due to internal Volpe Center security procedures for equipment being brought into the Volpe Center, the Offeror must arrive a minimum of 30 minutes in advance of its scheduled presentation time.

Slide text, whether presented via Microsoft PowerPoint or overhead slides, must be black print on a white background. The Offeror may use colors other than black on white on graphical slides (e.g., bar charts or pie charts, etc., when color is useful in conveying information).

The slide text should provide projected text clearly legible 20 feet from the screen and slide text should be consistent throughout the presentation.

One suggested presentation format is:

- Font: Times New Roman
- Size of heading font: 44 points
- Size of main text line font: 32 points
- Size of sub text line font: 28 points
- Lines of text per slide (i.e., number of bullets): no more than eight.

A second suggested presentation format is:

- Font: Arial or similar sans serif font
- Text spacing: single spaced with 1.5 lines between paragraphs/bullets
- Size of heading font: at least 24 points
- Size of main text line font: 20 points
- Size of sub text line font: 18 points

The above suggested formats do not apply to captions and annotations on graphical slides. The purpose of these suggested formats is to reduce emphasis on the appearance of the presentation, as opposed to content, and to reduce the cost of presentations. The Offeror may place its name and company logo on the slides. The Offeror should not use meaningless design elements, such as lines, bars, swirls, etc., that may contribute to visual attractiveness but communicate no useful information.

There is no limitation on the number of slides that an Offeror may use; however, the production and use of an excessive number of slides may not be in the Offeror's best interests. The Government will not consider the slides to be stand-alone documents or evaluate the information on the slides except as visual aids to the presentation. When reviewing and evaluating the Offeror's structured oral presentation, the Government will not review any slide that was not projected and addressed during the presentation. What the presenters say will take precedence over the information that appears on the slides.

The Government will not accept for evaluation any documentation in addition to the information submitted with the proposal.

**b. Participants and Attendees:**

The Offeror's presentation must be made by the proposed Program Manager, individuals identified as key personnel, and principal authors of the responses to hypothetical tasks. The Offeror may bring no more than ten persons to the structured oral presentation, including no more than two non-presenting Offeror officials or employees. The Offeror may not use company senior or general managers or other employees or consultants to make any part of the structured oral presentation, including caucusing and responding to questions, unless these individuals meet the criteria above. During the question-and-answer sessions, all questions will be directed to the proposed Program Manager who may direct one or more members of the Offeror's team to respond.

To protect the integrity of the oral evaluation process, employees of firms that are included as subcontractors under more than one proposal shall not be allowed to participate. At the time of the notification of the date and time for its structured oral presentation, the CO will inform an Offeror if any of its proposed subcontractor participants are ineligible to participate.

The Offeror must direct its presentation to the Technical Evaluation Team. Other Government officials such as the CO, individuals with oversight roles, and an audio-visual specialist will also be in attendance at every presentation.

**c. Structured Question-and-Answer Periods:**

The Offeror will be presented a series of questions related to the Government's requirements and program objectives. The Offeror will have up to five minutes per question for response time. The Government may request clarification of any points arising from the Offeror's presentation or responses that are unclear. Any such interchange between the Offeror and the Government will not constitute discussions or communications within the meaning of FAR 15.306(a). The Offeror will not be able to modify its offer in response to questions or requests for clarification which may occur during such question-and-answer periods. The time required for clarifications will not be counted against the Offeror's time limit.

**L.6 COST/BUSINESS PROPOSAL – INSTRUCTIONS TO OFFERORS**

**L.6.A. INTRODUCTION**

Proposals must be structured in accordance with the instructions contained herein. The Cost/Business Proposal shall be submitted in three parts:

- Part I – Solicitation Documents;
- Part II – Information Other Than Cost and Pricing Data; and
- Part III – Subcontracting Plan and References.

**L.6.B. PART I – SOLICITATION DOCUMENTS**

Offerors shall submit a completed and signed Standard Form 33 (Section A, Page 1, of the solicitation); and Section K – Representations, Certifications, and Other Statements of Offerors, but only if the offeror has any changes to identify in its annual representations and certifications (See solicitation provision K.1 on page 64)

**L.6.C. PART II – INFORMATION OTHER THAN COST AND PRICING DATA****1. GENERAL INSTRUCTIONS**

Each Offeror is instructed to prepare its Cost/Business Proposal in sufficient detail to permit a thorough and complete evaluation by the Government without additional correspondence or communication with the Offeror. It is the Offeror's responsibility to ensure that it provides supporting documentation, historical information, and/or sound logical projections to support all aspects of its proposal with its initial offer. The proposal may be rejected should the Offeror or its subcontractor(s) fail to follow the proposal preparation instructions. The Cost Proposal must also be submitted on a compact disk with the Offeror's name and RFP number marked on the outside. It should be compatible with Microsoft Office 2000 and be virus-free.

**a. Subcontracts**

Subcontractors with estimated costs in excess of \$500,000 must follow the same proposal preparation instructions and complete the same schedules as the prime contractor except for those sections that clearly have no applicability to a subcontractor (i.e., a "Subcontracting Plan"). The subcontractor shall meet the same requirements for the Cost/Business Proposal as the prime contractor.

Subcontracts, regardless of dollar value, shall be adequately documented using the Cost/Business Proposal instructions to facilitate the Government's complete and meaningful review.

Information other than cost or pricing data furnished by a subcontractor shall be submitted to the Offeror. It is the responsibility of the Offeror to review and evaluate the subcontract proposal and its accompanying data. The Offeror shall furnish the results of the review and evaluation to the Government as part of its proposal submission. If a subcontractor elects to submit detailed, proprietary data directly to the Government, the prime Offeror should evaluate the subcontractor to the extent possible.

**b. Performance Period**

The performance periods for the transition period and five contract years are shown in the following table:

Transition (CLIN 0001)	February 1, 2006-April 30, 2006
Contract Management and Administration (CLIN 0002) and Information Systems Support (CLIN 0003)	
Contract Year One	May 1, 2006-April 30, 2007
Contract Year Two	May 1, 2007-April 30, 2008
Contract Year Three	May 1, 2008-April 30, 2009
Contract Year Four	May 1, 2009-April 30, 2010
Contract Year Five	May 1, 2010-April 30, 2011



**c. Cost/Business Proposal Review**

The Government, at its sole discretion, may arrange for a contractor to assist in the review of Cost/Business Proposals.

**d. Government Site Overhead Rate**

With few exceptions (for example, if corporate resources provide support from another business location), this contract shall be performed in a Government facility. The Government, therefore, anticipates that the Offeror (and its subcontractors) will use a field overhead rate; that is, an overhead rate that reflects the fact that the work is not being performed in the Offeror's own facility.

**e. Disclosure Statement**

The Offeror shall identify any indirect rates that are either being created to satisfy this requirement or are being used exclusively for this requirement. For those rates, the Offeror shall enclose a copy of its disclosure statement and indicate whether or not the disclosure statement has been reviewed and accepted by the Defense Contract Audit Agency (DCAA).

**f. Indirect Rates**

The Offeror must include in the Cost/Business Proposal all indirect rates to be used for this procurement on Schedule 6, Schedule of Indirect Rates and Factors. The Offeror shall provide a detailed list, by cost element, for each indirect pool proposed.

The Offeror shall disregard those rates identified on Schedule 6 which it does not maintain and shall use continuation sheets for additional rates whenever necessary. The Offeror shall indicate how and to what cost elements each indirect rate is applied.

The Offeror shall identify indirect rates which a Government audit agency has approved for forward pricing. If not approved, the Offeror shall state the basis of the proposed rate (for example, previous year's actuals, current fiscal year-to-date, business plan, etc.). The Offeror shall provide historical rate information, rationale, and other factors used to develop the proposed indirect rates used to cost the proposal. Also, the Offeror shall provide actual expense pool amounts, allocation bases, and rates which have been submitted to the DCAA (or other cognizant Government audit agency) in its overhead rate proposal for establishing final indirect rates.

For G&A rates proposed, the Offeror shall provide actual rates for the past three (3) years and shall indicate whether or not the rates were audited and accepted by DCAA.

**g. Indirect Cost Rate Ceilings**

The Offeror is strongly encouraged to include ceilings on all indirect rates used in the proposal. The ceilings for contract years one and two should be at the proposed rates. The use of ceilings increases in importance if any of the following apply: the indirect rate(s) are newly developed; there is little or no historical indirect rate information; historical rates fluctuate; there are no DCAA indirect rate recommendations available; or there are differences between proposed and DCAA-recommended

indirect rates. Proposed ceilings that deviate significantly from the proposed rates are not meaningful. The use or non-use of ceilings may impact the cost risk assigned by the Government. Composite ceilings will not be accepted.

#### **h. Cost of Money**

The Offeror shall attach supporting documentation.

#### **i. Staffing Requirements**

The Offeror must estimate staffing requirements necessary to accomplish the work described in the SOW in both the Transition and the Contract Management and Administration CLINs (CLINs 0001 and 0002). The Government's current best estimate of direct labor hours, by labor category, required to perform the IS Support requirements (CLIN 0003) of this contract are provided in Section B.2. For proposal purposes, the Offeror shall use the Government's estimates for hours and skill mix.

The Offeror should explain its approach to staffing, including the percentage of the incumbent's staff it plans to retain. This must be consistent with the staffing approach described in the Technical Proposal for Transition in Section L.5.B.1.c. If a significant percentage of the incumbent's staff is expected to be retained, the Offeror should describe how those employees will be integrated. This includes, for example, information about whether the staff will be hired at current salaries and whether fringe benefit seniority will be grandfathered, etc.

#### **j. Government-Estimated Labor Rates**

The Government's current best estimate of average unburdened labor rates required to perform CLIN 0003 are provided in the table below. The labor rates for CLIN 0003 are for contract year one and are based on salary divided by 2,087 hours. The Offeror may integrate the Government-estimated labor rates with other labor data, such as labor rates for its Key Personnel, to develop its estimated labor cost. Development of the labor cost should be clearly presented and consistent with the staffing approach described in Transition. Rationale for the Government-provided labor rates below is unnecessary. Alternatively, the Offeror may elect not to use the Government-provided labor rates at all but may employ a different approach to estimating labor cost. In that case, the Offeror shall not only show the calculations to develop its labor rates but must also provide support and rationale for the rates. Offerors are advised that proposing labor rates that are lower than those estimated by the Government may indicate a lack of understanding of the requirement and could cause the Government concern about contractor morale, workforce stability, and program continuity. This may be considered a risk if the rationale is not fully and convincingly presented and explained.

Information System Support	
IS Project Manager	not provided
Subject Matter Expert	not provided
IS Senior Engineer	\$53.00
IS Senior Programmer	\$50.25
Senior Systems Administrator	\$47.25
IS Senior Analyst	\$48.75
IS Middle Engineer	\$41.25
IS Middle Programmer	\$43.25

Middle Systems Administrator	\$42.75
IS Middle Analyst	\$41.00
IS Junior Engineer	\$32.50
IS Junior Programmer	\$31.50
Junior Systems Administrator	\$35.25
IS Junior Analyst	\$34.25
Technical Documentation Specialist	\$36.25
Administrative Specialist *	\$16.50

\*Wage determination from Department of Labor (See Section J., Attachment J.7 - U.S. Department of Labor Wage Determinations).

#### **k. Escalation**

In the subject procurement, the Government does not consider escalation a valid discriminator. Therefore, the Government provides an escalation factor below that the Offeror may elect to use for labor cost. An Offeror that proposes escalation higher than that provided should present its rationale. If an Offeror proposes escalation factors lower than those provided, it must present clear and convincing substantive support for the factors with particular attention to the Boston, MA, job market.

Labor rate escalation factor for all years: 3.3%.

#### **l. Other Direct Costs (ODC)**

For purposes of proposal preparation, the Government distinguishes between two types of ODCs: those which are consistent among Offerors and/or would be difficult for Offerors to estimate (RFP-stipulated ODCs) and those costs which are a function of each Offeror's (and subcontractor's) accounting practices and must be estimated by the Offeror (Offeror-estimated ODCs).

RFP-stipulated ODCs: Each Offeror must include in Schedule 5A for CLIN 0003 \$500,000 per year, \$2,500,000 in total, for travel, training, cellular telephones, or other incidental expenses when directed/approved by the Government. There are no RFP-stipulated ODCs for other CLINs.

Offeror-estimated ODCs: An Offeror must provide an estimate for Offeror-estimated ODCs for every CLIN. An Offeror must clearly identify the different types of costs that may be direct costs in accordance with its disclosure statement or accounting practice, the amount for each cost, and the basis of the cost estimate. During contract performance, only those costs identified by the Offeror in its proposal shall be billable during performance without prior CO approval. The amounts billable will be limited to the amounts proposed by contract year. The Offeror is discouraged from using "miscellaneous" but may do so provided the nature of the cost is identified and the amount is relatively insignificant.

#### **m. Severance**

The Offeror shall state its policy concerning the payment of severance cost, provide an estimate of any severance pay that may be due upon completion of the contract in accordance with its severance pay policy, and state how those severance costs will be recovered either through direct

costs or through an indirect rate. If recovered through an indirect rate, the Offeror shall show clearly how the amount estimated above will be available for recovery under this specific contract. If severance is not proposed either directly or indirectly, it will not be recoverable.

**n. Uncompensated Overtime**

The Offeror shall not include uncompensated overtime in CLIN 0003 as part of its Cost/Business Proposal. Given the level of the technical expertise required to fulfill the Government's requirements and the on-site, dedicated staff called for under this procurement, use of uncompensated overtime represents a risk to the Government that may result in shortfalls in quality or level of service.

The Government's CLIN 0003 requirement is based on a 40-hour work week. During performance, employees may not draw from the Government requirement in excess of 8 hours per day, 40 hours per week, without prior Government approval.

The Offeror is not encouraged to do so but may use uncompensated overtime in CLINs 0001 and 0002. FAR 52.237-10, Identification of Uncompensated Overtime, is incorporated in Section L. Consequently, if applicable, the Offeror must include with its proposal information on its uncompensated overtime practices as required by the clause.

**o. Compensation**

FAR clause 52-222.46 – Evaluation of Compensation for Professional Employees is incorporated in Section I. The Offeror must provide the detailed information concerning compensation and fringe benefits required by the clause.

In addition to detailed salary information, the Offeror shall provide policies on all employee benefits, including, but not limited to, vacation pay; sick or family leave pay; holidays; medical, dental, and life insurance plans; overtime and shift differentials; employee stock option plans; bonus plans or other incentive programs; retirement plans; policies concerning training and career development; credit or compensatory time; and transportation reimbursement benefits.

Offerors shall show how the compensation and fringe benefit information relates to and impacts the costs of the subject procurement. The Offeror shall provide cost information about each fringe benefit, including how the cost will be recovered. If recovered through an indirect rate, the Offeror shall show clearly how the amount estimated above will be available for recovery for this specific contract.

Non-incumbent Offerors shall state how the incumbent's employees will be integrated into its company (for example, accrued sick pay, seniority for accruing vacation time, etc.).

**p. Other Cost Information**

The cost and business instructions sometimes direct an Offeror to state what amount is available for a specific cost and how the cost is recovered. If an Offeror states that the cost is recovered as a direct charge, then no further explanation is necessary as long as the list of Offeror-estimated ODCs clearly includes the specified amount for the subject cost. If a cost is recovered through an indirect rate such as a fringe benefit rate or field overhead rate, additional information is necessary for the Government to establish that an amount that approximates the estimate for the subject cost element will be available under this contract.

**Example One:**

Task: Demonstrate how much is available under this contract for employee bonuses.

Assumption: Bonuses are included in the field overhead rate and that rate is only used on this contract.

Solution: Provide the list of all costs that make up the field overhead pool and the direct labor base. The amount included in the list should correspond to the amount claimed to be available. The pool base should be the direct labor for this contract because the pool is not shared with other contracts.

**Example Two:**

Task: Demonstrate how much is available under this contract for severance pay.

Assumption: Severance is recovered through the company-wide fringe benefit rate that is allocated on company-wide direct and indirect labor.

Solution: Provide the list of all costs that make up the fringe benefit rate and the direct and indirect labor cost allocation base. Calculate severance cost as a percentage of company-wide direct and indirect labor. Apply the calculated percentage to the direct and indirect labor in this contract only. The Government considers that amount to be what is available for severance under this contract. That amount should be the same as the severance cost estimated by the Offeror to be needed at contract completion.

For each cost element listed below, provide the amount required to perform this contract, specify the method of recovery and demonstrate its availability as described above.

<b>Cost</b>	<b>Amount</b>	<b>Method of Recovery</b>
<b>Advertising for recruitment</b>		
<b>Employment agency fees</b>		
<b>Relocation costs during transition</b>		
<b>Ordinary relocation costs during contract performance</b>		
<b>Meals other than long distance travel</b>		
<b>Local parking and mileage</b>		
<b>Postage, freight, courier costs</b>		
<b>Travel to/from corporate/divisional office</b>		
<b>Employee training (other than Government-directed) and tuition reimbursement</b>		
<b>Salaries associated with the following functions: program reviews to corporate office; employee recruitment; cost control administration; public voucher preparation and review; reporting on project performance; human resources activities; payroll and timekeeping activities; purchasing</b>		

**q. Cost Realism**

The Offeror must provide all cost information required for the Government to perform a cost realism analysis even if it proposes to provide a service or product at reduced or no cost to the Government.

**r. Parking at Volpe Center**

As stated in Section H.16, the Government intends to provide on-site parking spaces at the Volpe Center for up to 45 percent of contractor personnel assigned to work during the Volpe Center's hours of operation between 7 a.m. and 6 p.m. The Offeror must provide its policy on whether or not it will provide parking in addition to the spaces the Government makes available, the cost of the additional parking if provided, and how the cost will be recovered. Unlimited parking is available for employees assigned to non-standard business hour shifts.

**s. Employee Transportation Cost Reimbursement Benefits (Transit Benefits)**

The Volpe Center encourages the use of incentives for employees to participate in car or van pools or use public transportation. The Offeror must indicate its policy concerning transit benefits, the estimated cost, and method of recovery.

**t. Weighted Guidelines**

The Government considers fee and profit a function of competition; however, the Government may utilize the weighted guidelines approach in TAR 1215 and Appendix A to evaluate them. The Offeror's Cost Proposal should contain adequate data and rationale for any consideration it wants included in the Government's evaluation of Contract Risk and Special Factors.

**2. SCHEDULES**

The following schedules may be modified to accommodate the Offeror's indirect rate structure.

Offerors may modify the schedules (font size, portrait orientation, etc.) provided the requested information is furnished in similar format.

**SCHEDULE 1**

<b>PROPOSAL COVER SHEET</b>				1. Solicitation/Contract/Modification Number			
2a. Name Of Offeror				3a. Name Of Offeror's Point Of Contact			
2b. First Line Address				3b. Title Of Offeror's Point Of Contact			
2c. Street Address				3c. Telephone		3c. Facsimile	
2d. City _____				Area Code	Number	Area Code	Number
2e. State _____ 2f. Zip Code _____							
4. Type Of Contract Or Subcontract ( <i>Check</i> ) <input type="checkbox"/> FFP <input type="checkbox"/> CPFF <input type="checkbox"/> OTHER (Specify) _____ <input type="checkbox"/> FPI <input type="checkbox"/> CPIF <input type="checkbox"/> CPAF				5. <input type="checkbox"/> Prime Offeror <input type="checkbox"/> Subcontractor _____ Prime's Name _____			
6. Estimated Cost, Fee And Profit Information							
A. Estimated Cost							
B Award Fee							
C. Profit							
D. Total Price							
7. Provide The Following							
Name Of Cognizant Contract Administrative Agency				Name Of Cognizant Government Audit Agency			
Street Address				Street Address			
City		State	Zip Code	City		State	Zip Code
Phone	Area Code	Number		Phone	Area Code	Number	
Facsimile	Area Code	Number		Facsimile	Area Code	Number	
Name Of Contact				Name Of Contact			
Property System <input type="checkbox"/> Reviewed by cognizant contract administrative; determined acceptable <input type="checkbox"/> Reviewed by cognizant contract administrative; determined unacceptable <input type="checkbox"/> Never reviewed				Approximate Date Of Last Audit Purpose of Audit (e.g. proposal review, establishment of billing rates, finalize indirect rates, etc.)			
Purchasing System <input type="checkbox"/> Reviewed by cognizant contract administrative agency; determined acceptable <input type="checkbox"/> Reviewed by cognizant contract administrative; determined unacceptable <input type="checkbox"/> Never reviewed				Accounting System <input type="checkbox"/> Audited and determined acceptable <input type="checkbox"/> Audited and determined not acceptable <input type="checkbox"/> Never audited			
8a. Name Of Offeror ( <i>Typed</i> )				9. Name Of Firm			
8b. Title Of Offeror ( <i>Typed</i> )							
10. Signature					11. Date Of Submission		

**SCHEDULE 2****SUMMARY OF ESTIMATED COSTS, AWARD FEES, AND PROFIT****Prime or Subcontractor Name:** \_\_\_\_\_

	<b>ESTIMATED COST</b>	<b>AWARD FEE</b>	<b>PROFIT</b>	<b>TOTAL COST AWARD FEE AND PROFIT</b>
<b>TRANSITION</b>	\$		\$	\$
<b>CONTRACT MGMT/ ADMINISTRATION</b>	\$	\$		\$
<b>INFORMATION SYSTEMS SUPPORT</b>	\$	\$		\$
<b>TOTAL</b>	\$	\$	\$	\$



**SCHEDULE 3 (CLIN 0001) - TRANSITION - SUMMARY OF ESTIMATED COSTS AND PROFIT**

Prime or Subcontractor Name: \_\_\_\_\_

<b>Element of Proposal</b>			<b>Amount</b>
<b>Direct Labor</b>			\$
<b>Fringe Benefits</b>	<b>Rate</b> <b>%</b>	<b>Base: \$</b>	\$
<b>Overhead</b>	<b>Rate</b> <b>%</b>	<b>Base: \$</b>	\$
<b>Subcontracts:</b>			
<b>Name A:</b>			\$
<b>Name B:</b>			
<b>Total Subcontractor Cost/Profit</b>			\$
<b>Subcontractor Burden</b>	<b>Rate %</b>	<b>Base: \$</b>	\$
<b>Other Direct Costs:</b>			
<b>Offeror-estimated ODC</b>			\$
<b>Total</b>			\$
<b>G&amp;A</b>	<b>Rate %</b>	<b>Base: \$</b>	\$
<b>Cost of Money (COM)</b>			\$
<b>Total Cost Incl COM</b>			\$
<b>Profit</b>			\$
<b>Fixed Price</b>			\$

**SCHEDULE FOR TRANSITION (CLIN 0001) – FIRM-FIXED-PRICE**

**a. Direct Labor**

The Offeror must estimate the staffing levels and resources necessary to satisfy the Transition described in Section C.2, CLIN 0001. The Offeror shall provide information on the labor categories necessary and show the hourly labor rates based on salary divided by 2,087 hours. The Offeror should clearly show the calculations used to develop the labor rates (for example, weighting of individuals or category averages) as well as explain the rationale for the methodology. The Offeror should identify, for example, company-wide bidding rates, current salary data for named individuals or anticipated new-hires, etc. For any individual not currently employed with the Offeror, show the hourly labor rate at which the individual has agreed to be hired should the Offeror be selected for contract award.

**b. Escalation**

The Offeror shall show clearly the application of labor escalation and provide the basis of the escalation factor if different from the Government estimate. See General Instructions, Section L.6.C.1.k.

**c. Indirect Rates**

See General Instructions, Section L.6.C.1.f.

**d. Offeror-estimated ODCs**

See General Instructions, Section L.6.C.1.l.

**e. Weighted Guidelines Profit/Fee Objectives**

See General Instructions, Section L.6.C.1.t.

**SCHEDULE 4 (CLIN 0002)**  
**CONTRACT MANAGEMENT AND ADMINISTRATION**  
**SUMMARY OF COSTS AND AWARD FEE**

**Prime or Subcontractor Name:** \_\_\_\_\_

	<b>ESTIMATED COST</b>	<b>AWARD FEE</b>	<b>ESTIMATED COST PLUS AWARD FEE</b>
<b>Contract Year One</b>	\$	\$	\$
<b>Contract Year Two</b>	\$	\$	\$
<b>Contract Year Three</b>	\$	\$	\$
<b>Contract Year Four</b>	\$	\$	\$
<b>Contract Year Five</b>	\$	\$	\$
<b>Total</b>	\$	\$	\$

**SCHEDULE 4A (CLIN 0002) - CONTRACT MANAGEMENT AND ADMINISTRATION  
SUMMARY OF ESTIMATED COSTS AND AWARD FEE**

Contract Year: \_\_\_\_\_

Prime or Subcontractor Name: \_\_\_\_\_

<b>Element of Proposal</b>			<b>Amount</b>
<b>Direct Labor</b>			<b>\$</b>
<b>Fringe Benefits</b>	<b>Rate</b>	<b>%</b>	<b>Base: \$</b>
<b>Overhead</b>	<b>Rate</b>	<b>%</b>	<b>Base: \$</b>
<b>Subcontracts:</b>			
<b>Name A:</b>		<b>\$</b>	
<b>Name B:</b>		<b>\$</b>	
<b>Name C:</b>		<b>\$</b>	
<b>Name D:</b>		<b>\$</b>	
<b>Name E:</b>		<b>\$</b>	
<b>Name F:</b>		<b>\$</b>	
<b>Total Subcontractor Cost and Fee/Profit</b>			<b>\$</b>
<b>Subcontractor Burden</b>	<b>Rate</b>	<b>%</b>	<b>Base: \$</b>
<b>Other Direct Costs:</b>			
<b>Offeror-Estimated ODC</b>			<b>\$</b>
<b>Total</b>			<b>\$</b>
<b>G&amp;A</b>	<b>Rate</b>	<b>%</b>	<b>Base: \$</b>
<b>Cost of Money (COM)</b>			<b>\$</b>
<b>Total Cost Incl COM</b>			<b>\$</b>
<b>Total Award Fee</b>		<b>\$</b>	<b>\$</b>
<b>Total Cost plus Award Fee</b>			<b>\$</b>

**SCHEDULE 4B (CLIN 0002)****SUMMARY OF LABOR COST: CONTRACT MANAGEMENT AND ADMINISTRATION**

Prime or Subcontractor Name: \_\_\_\_\_

Labor Categories	Labor Hours					Hourly Labor Rate *					Total Labor Cost				
	CY1	CY2	CY3	CY4	CY5	CY1	CY2	CY3	CY4	CY 5	CY1	CY2	CY3	CY4	CY5
<b>TOTAL</b>															

**CY = Contract Year****\* Based on salary divided by 2,087 hours.**

**SCHEDULES FOR CONTRACT MANAGEMENT AND ADMINISTRATION  
(CLIN 0002) – COST-PLUS-AWARD-FEE**

**f. Direct Labor**

The Offeror must estimate the staffing levels and resources necessary to satisfy the Contract Management and Administration requirement as described in Section C.3, CLIN 0002. The Offeror shall provide information on the labor categories or types of labor necessary and show the hourly labor rates based on salary divided by 2,087 hours. The Offeror should clearly show the calculations used to develop the labor rates (for example, weighting of individuals or category averages) as well as explain the rationale for the methodology. The Offeror should identify, for example, company-wide bidding rates, current salary data for named individuals or anticipated new hires, etc. For any individual not currently employed with the Offeror, show the hourly labor rate at which the individual has agreed to be hired should the Offeror be selected for contract award.

**g. Escalation**

The Offeror shall show clearly the application of labor escalation and provide the basis of the escalation factor if different from the Government estimate. See General Instructions, Section L.6.C.1.k.

**h. Indirect Rates**

See General Instructions, Section L.6.C.1.f.

**i. Offeror-Estimated ODCs**

See General Instructions, Section L.6.C.1.l.

**j. Award Fee**

See General Instructions, Section L.6.C.1.t.

**SCHEDULE 5 (CLIN 0003)**  
**INFORMATION SYSTEMS SUPPORT**  
**SUMMARY OF COSTS AND AWARD FEE**

**Prime or Subcontractor Name:** \_\_\_\_\_

	<b>ESTIMATED COST</b>	<b>PROPOSED AWARD FEE</b>	<b>ESTIMATED COST PLUS AWARD FEE</b>
<b>Contract Year One</b>	\$	\$	\$
<b>Contract Year Two</b>	\$	\$	\$
<b>Contract Year Three</b>	\$	\$	\$
<b>Contract Year Four</b>	\$	\$	\$
<b>Contract Year Five</b>	\$	\$	\$
<b>Total</b>	\$	\$	\$

**SCHEDULE 5A (CLIN 0003)**  
**INFORMATION SYSTEMS SUPPORT**  
**SUMMARY OF ESTIMATED COSTS AND AWARD FEE**

**Period** \_\_\_\_\_

**Prime or Subcontractor Name:** \_\_\_\_\_

<u>Element of Proposal</u>			Amount
Direct Labor			\$
Fringe Benefits	Rate %	Base: \$	\$
Overhead	Rate %	Base: \$	\$
Subcontracts:			
Name A:			\$
Name B:			\$
Name C:			\$
Name D:			\$
Name E:			\$
Name F:			\$
Name G:			\$
Name H:			\$
Total Subcontractor Cost/Fee			\$
Subcontractor Burden	Rate %	Base: \$	\$
Other Direct Costs:			
Offeror-Estimated ODCs			\$
RFP-Stipulated ODCs			\$500,000
Total			\$
G&A	Rate %	Base: \$	\$
Cost of Money (COM)			\$
Total Cost Incl COM			\$
Award Fee			\$
Total Cost and Award Fee			\$



**SCHEDULE 5B (CLIN 0003) - SUMMARY OF LABOR COST: IS SUPPORT**

Prime or Subcontractor Name: \_\_\_\_\_

Labor Categories	Labor Hours					Hourly Labor Rate *					Total Labor Cost				
	CY1	CY2	CY3	CY4	CY5	CY1	CY2	CY3	CY4	CY5	CY1	CY2	CY3	CY4	CY5
IS Project Manager															
Subject Matter Expert															
IS Senior Engineer															
IS Senior Programmer															
Senior Systems Administrator															
IS Senior Analyst															
Middle Engineer															
Middle Programmer															
Middle Systems Administrator															
Middle Analyst															
Junior Engineer															
Junior Programmer															
Junior Systems Administrator															
Junior Analyst															
Technical Documentation Specialist															
Administrative Specialist															
<b>TOTAL</b>															

CY=Contract Year - \* Based on salary divided by 2,087 hours.

**SCHEDULE 5C (CLIN 0003) - ALLOCATION OF IS SUPPORT LABOR HRS BETWEEN OFFEROR & ITS SUBCONTRACTORS**

Contract Year: \_\_\_\_\_

	<b>Prime</b>	<b>Sub Name</b>	<b>Sub Name</b>	<b>Sub Name</b>	<b>Sub Name</b>	<b>Sub Name</b>	<b>TOTAL</b>	<b>Required by RFP</b>
<b>IS Project Manager</b>								<b>20,900</b>
<b>Subject Matter Expert</b>								<b>20,900</b>
<b>IS Senior Engineer</b>								<b>73,000</b>
<b>IS Senior Programmer</b>								<b>35,500</b>
<b>Senior Systems Administrator</b>								<b>10,400</b>
<b>IS Senior Analyst</b>								<b>20,900</b>
<b>Middle Engineer</b>								<b>62,600</b>
<b>Middle Programmer</b>								<b>41,700</b>
<b>Middle Systems Administrator</b>								<b>6,300</b>
<b>Middle Analyst</b>								<b>16,700</b>
<b>Junior Engineer</b>								<b>41,700</b>
<b>Junior Programmer</b>								<b>16,700</b>
<b>Junior Systems Administrator</b>								<b>4,200</b>
<b>Junior Analyst</b>								<b>10,400</b>
<b>Technical Documentation Specialist</b>								<b>8,300</b>
<b>Administrative Specialist</b>								<b>6,300</b>
<b>TOTALS</b>								<b>396,500</b>

**SCHEDULES FOR IS SUPPORT (CLIN 0003) -COST-PLUS-AWARD-FEE**

**k. Direct Labor**

See General Instructions Section L.6.C.1.

The Government's current best estimate of direct labor hours, by labor category, required to perform the IS requirements for the all years of this contract, are provided in Section B.2, CLIN 0003. The Offeror shall, for proposal purposes, utilize the Government's estimates for hours.

If an Offeror elects not to incorporate the Government's estimates for labor rates, it shall show clearly all calculations used to develop the labor rates (for example, weighting of individuals or category averages) as well as explain the rationale for the methodology. The Offeror shall identify, for example, company-wide bidding rates, current salary data for named individuals or anticipated new hires. For any individual not currently employed with the Offeror, show the hourly labor rate at which the individual has agreed to be hired should the Offeror be selected for contract award.

**l. Escalation**

The proposal shall show clearly the application of labor escalation and provide the basis of the escalation factor if different from the Government estimate. See General Instructions, Section L.6.C.1.k.

**m. Indirect Rates**

See General Instructions, Section L.6.C.1.f.

**n. RFP-Stipulated and Offeror-Estimated ODCs**

See General Instructions, Section L.6.C.1.l.

**o. Weighted Guidelines Profit/Fee Objectives**

See General Instructions, Section L.6.C.1.t.

**SCHEDULE 6 - SCHEDULE OF INDIRECT RATES AND FACTORS**

## SCHEDULE 6 – SCHEDULE OF PROPOSED INDIRECT RATES AND INDIRECT RATE CEILINGS (Note 1)

Prime or Subcontractor Name: \_\_\_\_\_

Proposed Indirect Rates							
Contract Year	Contractor Fiscal Year (1)	Fringe Benefits (2)	Field Overhead	Home Office Overhead (3)	G&A	Subcontract Burden(4)	Other (5)
Contract Year One	CFY ____						
	CFY ____						
Contract Year Two	CFY ____						
	CFY ____						
Contract Year Three	CFY ____						
	CFY ____						
Contract Year Four	CFY ____						
	CFY ____						
Contract Year Five	CFY ____						
	CFY ____						

- (1) Offeror will combine two fiscal years for each contract year unless its fiscal year starts May 1. NOTE: CFY \_\_\_\_ in the table is for Contractor Fiscal Year insert year (e.g., 2005, 2006, 2007)
- (2) Fringe benefit: if separate from overhead.
- (3) Home Office overhead rate: if used in the proposal.
- (4) Subcontract burden: if different from G&A.
- (5) Other: specify.

Offeror's fiscal year ends: \_\_\_\_\_

## SCHEDULE 6 – SCHEDULE OF PROPOSED INDIRECT RATES AND INDIRECT RATE CEILINGS (continued)

Indirect Rate Ceilings (1)							
Contract Year	Contractor Fiscal Year	Fringe Benefits	Field Overhead	Home Office Overhead	G&A	Subcontract Burden	Other
Contract Year One	CFY ____						
	CFY ____						
Contract Year Two	CFY ____						
	CFY ____						
Contract Year Three	CFY ____						
	CFY ____						
Contract Year Four	CFY ____						
	CFY ____						
Contract Year Five	CFY ____						
	CFY ____						

(1) The use of ceilings for indirect rates is strongly encouraged. See Section L.6.C.1.g.

Indirect Rate	Description of Allocation Base
Example: G&A	Total cost except subcontract costs.
Fringe Benefits	
Field Overhead	
Home-office Overhead	
G&A	
Subcontract Burden	
Other	

**L.6.D. PART III - SUBCONTRACTING PLAN**

In accordance with FAR 52.219-9, Offerors who are not small business concerns shall submit a Small Business Subcontracting Plan. The plan must be submitted in accordance with FAR Part 19 and must comply with FAR 19.704. The Offeror shall show the subcontractor's business size, and the percentage and type of workload estimated to be subcontracted out. All cost and technical information must be included in the appropriate sections of the Offeror's proposal in addition to the submission of the subcontracting plan. The socio-economic Volpe Center goals with the Small Business Administration are currently as follows:

<b><u>Subcontract Awards</u></b>	<b><u>Percent of Dollars Awarded</u></b>
Awards to Small Businesses	37%
Awards to Small Disadvantaged Businesses	13%
Awards to Women-Owned Businesses	5%
Awards to HUBZone Businesses	3%
Awards to Service Disabled Veteran-Owned Small Business	3%

These goals are not intended to be mandatory but the Offeror is to keep these goals in mind when developing its subcontracting plan. Please note that these goals must be proposed as a percentage of total dollars being subcontracted. A business may count toward more than one of the goals shown above. For example, a small disadvantaged business owned by a women would count toward three of the four goals.

**Offerors are advised that subcontracting plans will be posted on the OSDBU website and that performance will be evaluated under the new DOT partnership with SBA on subcontracting program reviews. Small business offerors are exempt from the subcontracting plan submission and will automatically receive a successful evaluation credit towards subcontracting goals.**

## **SECTION M - EVALUATION FACTORS FOR AWARD**

### **M.1 GENERAL**

#### **M.1.A. BASIS FOR AWARD**

It is the Government's intent to make a single award based upon initial offers without entering into discussions or negotiations. Award will be made to the responsive and responsible Offeror whose offer will provide the greatest overall value to the Government based on the Technical Proposal, the Cost/Business Proposal, and other factors. While it is the Government's intent to make award based upon initial offers, the Government may, nevertheless, determine during the evaluation period that it is necessary to conduct discussions. In that case, the CO will proceed to establish a competitive range and conduct negotiations with the firms in that range.

#### **M.1.B. ORDER OF IMPORTANCE**

The technical evaluation factors that are addressed in the Technical Proposal, when combined, are significantly more important than cost in the selection of a contractor for award. Notwithstanding this fact, Offerors are cautioned not to minimize the importance of the Cost Proposal. The degree of the importance of evaluated cost will increase as the Technical Proposals submitted are evaluated as more equal. When the Technical Proposals are evaluated as essentially equal, evaluated cost may become the determining factor in making an award.

#### **M.1.C. RISK ASSESSMENT**

Each proposal will be assessed as to the level of risk it represents in terms of its probable accomplishment of schedule, cost, and performance objectives.

### **M.2 TECHNICAL PROPOSAL EVALUATION**

The Offeror's Technical Proposal will be evaluated in accordance with the criteria described below.

The first two factors (Technical Excellence and Management Approach) are of equal weight. The third and fourth factors (Transition Approach and Staffing) are of equal weight, but each is of lesser weight than either of the first two factors. The fifth factor (Past Performance) has the least weight.

#### **M.2.A. TECHNICAL EXCELLENCE (WRITTEN AND ORAL)**

The purpose of this factor is to assess: (1) the Offeror's understanding of IS identified in the SOW/Section C, in particular, its understanding of the relevant key transportation, logistics, and security issues, and future directions for IS; (2) the Offeror's understanding of, and approach to, the portfolio of IS tasks currently performed at the Volpe Center; and (3) the Offeror's understanding of the Government's requirements as demonstrated by the effectiveness of its response to the hypothetical tasks given in Section L. These sub-factors are of equal importance.

### **M.2.B. MANAGEMENT APPROACH (WRITTEN AND ORAL)**

The purpose of this factor is to assess: (1) the Offeror's management team and approach to managing the overall contract; (2) the Offeror's approach to managing staff and staffing fluctuations; (3) the Offeror's approach to quality control; (4) the Offeror's approach to cost control; (5) the Offeror's approach to the contract administration function; and (6) the Offeror's identification of major performance criteria and performance measures for its management approach. These sub-factors are listed in descending order of importance.

### **M.2.C. TRANSITION APPROACH (WRITTEN AND ORAL)**

The purpose of this factor is to assess the Offeror's approach to transitioning from the current IS contract to the new contract. This factor includes assessment of: (1) the degree to which disruption to ongoing work, deliverables, schedules, and sponsoring organization relationships is minimized; (2) effectiveness; (3) efficiency; and (4) probability of success. These sub-factors are of equal importance.

### **M.2.D. STAFFING (WRITTEN)**

The purpose of this factor is to assess the depth and breadth of the proposed key personnel in each of the respective labor categories in terms of technical expertise, experience, education, capabilities, and accomplishments relevant to the IS functional area requirements as outlined in the SOW/Section C.

### **M.2.E. PAST PERFORMANCE (WRITTEN)**

The purpose of this factor is to assess the ability of the Offeror to perform successfully based upon an evaluation of its relevant past performance history of the type and complexity described in the SOW/Section C. Contracts on which proposed key personnel played a significant role will be considered relevant. This factor includes assessment of: (1) quality of product/service; (2) timeliness of performance; (3) cost control; and (4) business relations. These sub-factors are of equal importance. The Government also may consider the past performance of Offerors in complying with Small Disadvantaged Business subcontracting goals, as applicable.

Only relevant past performance history will be considered. The Government will determine relevance of past performance information based on the similarity of the nature of the previous work to the current requirements, the relative magnitude of the dollar value of the previous efforts, and the timeframe of the prior work (i.e., within the past three years).

If an Offeror has affirmatively stated that it has no relevant past performance history, and there is no evidence to the contrary, the Offeror will not be rated favorably or unfavorably on past performance.

## **M.3 COST/BUSINESS EVALUATION CRITERIA**

Proposed costs will be evaluated for reasonableness and realism. Cost realism, as defined and discussed in FAR 15.401 and 15.404-1(d), will be conducted on all CLINs. The Government will calculate probable cost for CLINs 0002 and 0003. The probable cost developed as a result of cost realism analysis may differ from proposed cost and will be used for purposes of evaluation to determine the best value.



The following, not necessarily in order of importance, shall also be evaluated. They will not be numerically scored.

- Consistency between Cost and Technical Proposals;
- Compensation of professional employees will be evaluated in accordance with FAR 52.222-46;
- Uncompensated overtime must not be included in CLIN 0003 but will be evaluated for CLINs 0001 and 0003, if proposed, in accordance with FAR 52.237-10;
- Proposed fees may be evaluated using weighted guidelines techniques as described in the TAR. A proposal that includes fee in excess of the statutory limits will be eliminated from consideration; and
- Acceptability of the Small Business Subcontracting Plan (Section I, FAR 52.219-9).

## **SECTION J – ATTACHMENTS**

### **J.1 BILLING INSTRUCTIONS AND PROCEDURES FOR THE CONTRACTOR**

#### **A. Voucher Submission**

The contractor is responsible for the preparation and submission of reimbursement claims in accordance with the terms of the contract. Standard Form (SF) 1034, Public Voucher for Purchases and Services Other Than Personal, shall be used. SF-1035, the Continuation Sheet, or a similar substitute shall also be used. Reproductions are acceptable.

The contractor shall submit an original and five copies of each voucher, continuation sheet, and supporting documentation to the following address:

DOT/RITA/Volpe National Transportation Systems Center  
55 Broadway  
Accounts Payable, RTV-6C  
Cambridge, MA 02142-1093

The contractor shall also submit one concurrence copy of the above to the Administrative Contracting Officer (ACO) and one concurrence copy to the Contracting Officer's Technical Representative (COTR).

Vouchers must clearly indicate the period of performance for which payment is requested and provide the Volpe Center accounting information that is required to process payments. Vouchers may be submitted at the beginning of each calendar month for costs incurred during the previous month's user accountability period. Costs incurred earlier than the preceding month but not previously billed may be stated on the SF-1034/1035. Vouchers may be submitted once every month; other billing arrangements may occasionally be made but are subject to approval by the ACO.

#### **B. Preparation of Public Voucher, SF-1034**

Every voucher submitted for payment must contain the appropriate serial number, beginning with No. 1 and using consecutive numbers, that is to be placed in the block entitled "VOUCHER NO." The same voucher number must also be displayed on every page of the voucher (i.e., all continuation sheets and supporting detail sheets). If the contractor wishes to use its own identification number as well, it is to be placed in the block entitled "SCHEDULE NO." located directly below the voucher number.

Every voucher submitted for payment must contain the date of preparation which is to be placed in the block entitled "DATE VOUCHER PREPARED."

Every voucher submitted for payment must contain the correct contract number and the commencement date of the contract. This information is to be placed in the block entitled "CONTRACT NUMBER AND DATE" (e.g., DTRT57-04-C-00020, 11/01/2004). The contract number must also be displayed on every page of the voucher (i.e., all continuation sheets and supporting detail sheets).

Every voucher submitted for payment must contain either the payee's name and address or the bank/organization to which payments have been assigned. This information is to be placed in the block entitled "PAYEE'S NAME AND ADDRESS." (Reference FAR, Subpart 32.8)

Every voucher submitted for payment must show the beginning and ending month, day, and year of delivery or service for costs claimed for reimbursement. This information is to be placed in the block entitled "DATE OF DELIVERY OR SERVICE" (for example, November 1, 2000 to November 30, 2000).

### **C. Continuation Sheets, SF-1035**

The first continuation sheet submitted shall be a high level summary of contract costs identified by contract line item number (CLIN) and displayed in columns showing contract costs by contract year(s), total contract cumulative costs to date, and billing for the current period.

The next two to four (or more) continuation sheets submitted shall be a summary of each contract line item. There must be at least one continuation sheet for costs related to Contract Management and Contract Administration and at least one continuation sheet for costs related to Information Systems Support.

Each continuation sheet submitted shall be displayed in columns showing contract costs by contract year(s), total contract cumulative costs to date, and billing for the current period. A breakdown of the following, where applicable, shall also be provided:

- Direct prime contractor labor hours and costs;
- Indirect cost on direct prime contractor labor (applicable rate for the current billing period must be displayed);
- Overhead cost on direct prime contractor labor (applicable rate for the current billing period must be displayed);
- Detailed listing on all ODCs being billed (specific supporting details for ODCs is requested in D below);
- Subcontractor labor hours and cost;
- General and Administrative (G&A) costs (applicable rate for the current billing period must be displayed);
- Percentage and amount of award fee being billed on current voucher; and
- Any comments or notes to further explain costs.

### **D. Supporting Detail Sheets**

Supporting detail sheets are required for all labor hours and costs being billed. The detail sheets shall contain a listing by labor category of hours and total dollars for the current billing period, contract year-to-date, and contract-to-date. In addition, all labor hours and costs must be displayed by individual company (prime and subcontractor). Totals on the detail sheets must match totals on the continuation sheets.

Supporting detail sheets are also required for all ODCs being billed. For example:

- All travel costs (local and non-local) being billed on the current voucher must contain supporting details including the traveler's name, the UAS job order number to which travel is being charged, the destination, and a description of costs (e.g., airfare, meals, lodging, telephone, etc.), including the dollar amounts;
- All overtime premium charges being billed on the current voucher must contain a breakdown of hours and dollars by employee and labor category.

**E. Adjustments**

Any adjustments in hours and/or costs that have been made to previously billed vouchers (e.g., costs withheld by the Government) that have an affect upon contract year-to-date and/or contract-to-date hours and/or costs must be shown in a separate column and properly reflected in all totals.

Any adjustments in hours and/or costs to prior contract years that have been made previously or are being made with the current voucher must be accurately and clearly displayed (e.g., use of applicable rate for period in which service was delivered). These adjustments must be detailed on a separate continuation sheet.

**F. Additional Instructions**

Additional instructions and procedures for billing may be provided by the ACO after contract award.

## **J.2 ELECTRONIC SUBMISSION REQUIREMENTS**

All documents that have been requested for submission in electronic format must meet the following requirements in addition to any specifications stated in other sections of the contract.

- Year 2000 Compliant;
- Compatible with Microsoft Office 2000 or Microsoft Office 2000 compatible electronic products (Microsoft Office 2000 products include Word 2000, PowerPoint 2000, and Excel 2000); and
- Virus free.

Electronic documents that do not satisfy the above requirements will not be accepted. These specifications may be modified by the COTR during the performance of the contract.

### **J.3 JOB ORDER SYSTEM PROCEDURES**

#### **A. INTRODUCTION**

The Volpe Center has a portfolio of 400+ transportation and logistics projects that vary in number, scope, and substance over the course of any year. The Volpe Center's project management strategy uses a combination of Federal and contractor resources to meet the broad range and quantity of skills needed to accomplish project objectives. The TRIPS Contract provides information systems engineering and technology capabilities to be used in meeting the Volpe Center's programmatic requirements.

#### **B. PROJECT CHARACTERISTICS**

The contractor provides resources capable of completing results-oriented, performance-based actions in response to job orders presented by a variety of Volpe Center project leaders. Job order scope, range of resources, cost estimates, deliverables, and performance periods vary widely. Periods of performance can range from several weeks to the length of the contract.

#### **C. THE JOB ORDER SYSTEM**

The Volpe Center monitors and tracks work performed on the contract through a job order system. All work performed under the contract must be initiated and completed through use of a performance-based job order with appropriate supporting documentation, authorization, and certifications. The User Accountability System (UAS) is the automated information system that supports the job order system.

##### **1. Initiation of a Task**

"Contact persons" on the contractor's staff will be identified as the primary point of contact for each major user organization at the Volpe Center. This contact person is a senior level management employee who is thoroughly familiar with the contract scope and special provisions. These contact persons will be charged with communicating with the Volpe Center organizations to ensure that overall requirements are well understood and to advise those Volpe organization users on the full range of capabilities available under the contract. When necessary, the contact person can seek the guidance and/or participation of the COTR.

To begin the process of obtaining project support under the contract, the Volpe Center contract user (i.e., the project manager or job order initiator) must complete Part I of the TRIPS Job Order Initiation Form, the Form Z, Attachment 1 (see Figure 1). This action requires the initiator to describe the support needed by means of a Statement of Objectives, detailing the desired/required outcomes for this project support. The project support requirements must be expressed in terms of results to be accomplished rather than level-of-effort hours to be provided. The initiator will then e-mail an electronic copy of this document to the appropriate contractor point of contact for further action. Electronic copies shall be sent concurrently to the Contracting Officer (CO) and COTR for purposes of process tracking and oversight.

Thereafter, the contractor will contact the initiator to schedule a brief discussion of the project performance requirements, leading to completion of the contractor's response to the Statement of Objectives, including cost, schedule, and delivery components (Form Z, Part II), along with assignment of a job order number and title. The contractor and initiator will then collaboratively

identify the appropriate performance metrics associated with accomplishment of this job order, expressed in terms of quality, schedule, and cost considerations (Form Z, Part III). At this point, the initiator will specify the monitoring method(s) that they will use to confirm contractor performance (Form Z, Part IV). The initiator and the appropriate contractor lead will then sign a paper copy of this Form Z. This signed Form Z is combined with a Job Request Form, the Form A (Figure 2) which is prepared by the contractor and approved in accordance with Volpe Center Announcement #95-27 dated 8/31/95 (Figure 3).

Once approvals are obtained, a UAS number is assigned to the job order and the completed Form A is forwarded to the Volpe Center's Financial Management Division for certification and obligation of funds. The UAS number(s) and associated information is then entered into the UAS to establish a record against which contractor labor and travel will be reported. The contractor will also concurrently e-mail an electronic copy of the completed Form Z to the CO and the COTR. The CO is responsible for reviewing the job order for appropriateness, accuracy, and completeness within 24 hours of receipt of the e-mail from the contractor.

If the total estimated value of the effort is \$25,000 or less and unless previously notified by the CO of problems with the job order, the contractor will proceed to completion of the job order as fully described by the Form Z.

If the value of the job order exceeds \$25,000 and assuming that the CO's approval has been given within 24 hours, the contractor will proceed to the next phase of the job order process which is completion of a detailed performance-based Job Order Plan for accomplishment of the required effort. Routing, review, and approval of the Job Order Plan will follow the same cycle as previously described for the job order initiation process.

## **2. Support of a Job Order**

Once the job order is underway, the contractor will maintain contact with the initiator to keep him/her aware of the progress and status of the task. This is done through periodic meetings with the initiator and via status reports that are submitted to the job order initiator and the COTR. These status reports are submitted at intervals as specified in the job order and are part of the contractor's reporting requirements. Contents of these status reports are specified in Section C.3.B.2. When appropriate, the contractor will hold technical discussions with the initiator to review intermediate results and clarify any problems that may arise.

If the job order objectives and/or cost estimates, milestone schedules, or deliverables change significantly during the support of a job order, the contractor must develop and submit for approval the new job order specification/requirements. The procedures in such a case are the same as those set forth in developing a new job order specification, including the fundamental requirement that all such changes must be described in terms of performance-based actions.

Every six months and upon completion of the final phase of any job order, the initiator and the contractor will complete the respective performance assessment portions of the TRIPS Job Order Initiation Form (Form Z, Part V) and deliver a signed copy to the COTR. Evaluation at the six-month period shall represent performance assessment to date on the job order; assessments at the conclusion of the job order shall represent performance assessment of the complete job order.

**FIGURE 1 - JOB ORDER INITIATION FORM - FORM Z**

<b>TRIPS JOB ORDER INITIATION FORM</b>		<b>Job Order / UAS #:</b>	
		<b>Job Order Title:</b>	
		<b>Project/Task (PPA/WPB):</b>	
<b>I. To Be Completed by Volpe Center Initiator</b>			
Initiator Name:	Phone:	Date:	Org:
Statement of Objectives (including desired/required outcomes):			
<b>II. To Be Completed by Contractor</b>			
Contractor Lead Name:	Phone:	Date:	Dept:
Response to Statement of Objectives (description of services to be provided):			
Cost Estimate: \$	Scheduled Completion:		
Deliverable(s) (e.g., Job Order Plan, etc.):			
<b>III. To Be Completed Jointly by Initiator and Contractor</b> <i>(Select one or both measures for each performance area)</i>			
<b>PERFORMANCE METRICS</b>			
<b>Quality</b>			
<input type="checkbox"/> Customer Satisfaction			
<input type="checkbox"/> Completeness, accuracy and quality of deliverable.			
<b>Schedule</b>			
<input type="checkbox"/> Timely notification of schedule issue(s) accompanied by recommendations for corrective action.			
<input type="checkbox"/> Timeliness of deliverable (i.e., in accordance with stated schedule/or mutually agreed to revised date).			
<b>Cost</b>			
<input type="checkbox"/> Effectiveness in managing to budget.			
<input type="checkbox"/> Reliability and accuracy of project cost estimates.			
<b>IV. To Be Completed by Initiator</b>			
Monitoring method(s) utilized to determine compliance (select as applicable):			
<input type="checkbox"/> Periodic reviews of work-in-progress			
<input type="checkbox"/> Feedback from stakeholders			
<input type="checkbox"/> Inspection of key deliverables			
Initiator Signature:		Date:	
Contractor Lead Signature:		Date:	
<b>V. To Be Completed by Initiator and Contractor Every Six Months and Upon Receipt of Deliverables</b>			
Desired/required results accomplished by Contractor	Contractor Assessment		Initiator Assessment
	<input type="checkbox"/> Comments Attached		<input type="checkbox"/> Comments Attached
Quality Deliverable	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Schedule Performance	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Cost Performance	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Initiator Signature:		Date:	
Contractor Lead Signature:		Date:	



**FIGURE 2 – UAS FORM A STRUCTURE**

<b><u>UAS FORM A</u></b>																																																	
<b>UAS JOB ORDER TYPE STATUS NO.</b>	<b>VOLPE CENTER UAS FORM A</b>	<b>ACCOUNTING CERTIFICATION NAME DATE</b>																																															
<b>INITIATOR NAME(LAST, FIRST, MI)</b>	<b>ORG.</b>	<b>ACCOUNTING JOB ORDER -NUMBER- -ORG-</b>	<b>PPA ORG.</b>																																														
<b>START DATE</b>	<b>EST. DATE OF COMPLETION</b>	<b>USER COMMENT: FORM STATUS: UAS COMMENT: DATE: DATE: ID#:</b>																																															
<b>JOB TITLE</b>																																																	
<b>ACCEPTED BY USER OF ENTRY USER OF CHANGE</b>		<b>ACCEPTED DATE DATE OF ENTRY DATE OF CHANGE</b>																																															
<b>TOTAL COMMITMENT TO DATE</b>		<b>AUTHORIZATION SIGNATURES</b>																																															
<b>CONTRACTOR LABOR</b> <b>TASK NUMBER</b> <b>GROUP NUMBER</b> <b>TASK LEADER</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th colspan="4" style="text-align: center;">REGULAR LABOR</th> </tr> <tr> <th style="text-align: center;">CATEG.</th> <th style="text-align: center;">RATE</th> <th style="text-align: center;">HOURS</th> <th style="text-align: center;">COST</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="height: 40px;"> </td> </tr> <tr> <td colspan="4" style="height: 40px;"> </td> </tr> <tr> <td colspan="4" style="height: 40px;"> </td> </tr> <tr> <td colspan="4" style="height: 40px;"> </td> </tr> <tr> <td colspan="4" style="text-align: center;">TOTAL REGULAR</td> </tr> </tbody> </table> <b>OVERTIME</b> <b>TRAVEL/TRAIN</b> <b>TOTAL LABOR</b>		REGULAR LABOR				CATEG.	RATE	HOURS	COST																	TOTAL REGULAR				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"><b>INITIATOR</b></td> <td style="width: 30%;"><b>DATE</b></td> </tr> <tr> <td><b>PROGRAM MANAGER</b></td> <td><b>DATE</b></td> </tr> <tr> <td><b>BRANCH CHIEF</b></td> <td><b>DATE</b></td> </tr> <tr> <td><b>DIVISION CHIEF</b></td> <td><b>DATE</b></td> </tr> <tr> <td><b>DEPUTY DIRECTOR</b></td> <td><b>DATE</b></td> </tr> <tr> <td colspan="2" style="height: 40px;"> </td> </tr> <tr> <td colspan="2" style="height: 40px;"> </td> </tr> <tr> <td colspan="2" style="height: 40px;"> </td> </tr> <tr> <td><b>CONTRACTOR REPRESENTATIVE</b></td> <td><b>DATE</b></td> </tr> </table>		<b>INITIATOR</b>	<b>DATE</b>	<b>PROGRAM MANAGER</b>	<b>DATE</b>	<b>BRANCH CHIEF</b>	<b>DATE</b>	<b>DIVISION CHIEF</b>	<b>DATE</b>	<b>DEPUTY DIRECTOR</b>	<b>DATE</b>							<b>CONTRACTOR REPRESENTATIVE</b>	<b>DATE</b>
		REGULAR LABOR																																															
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<b>TOTAL JOB COST</b>		<b>UAS MANAGER</b>																																															

**UAS FORM A**

**NOTE:** THIS FORM IS GENERATED ON-LINE USING THE FORMS MODULE OF THE UAS. THIS MODULE IS ACCESSIBLE BY THE TRIPS CONTRACTOR PERSONNEL WHO HAVE BEEN AUTHORIZED BY THE UAS SYSTEMS MANAGERS. USERS MAY COMPLETE A HARD COPY OF THE FORM AND SUBMIT IT TO AN APPROPRIATE CONTRACTOR REPRESENTATIVE FOR PROCESSING.

**BLOCKS ACROSS****BLOCK DESCRIPTION**

<b>1. UAS JOB</b>	THESE FOUR ELEMENTS ARE TO BE COMPLETED BY THE APPROPRIATE CONTRACTOR REPRESENTATIVE.
<b>2. ACCOUNTING CERTIFICATION</b>	TO BE COMPLETED BY ACCOUNTING OFFICE (JOB ESTIMATE FOR COMMITMENT PURPOSES).
<b>3. INITIATOR</b>	ENTER FIRST PART OF INITIATOR'S LAST NAME AND SYSTEM WILL FILL IN THE REST. INITIATOR'S NAME MUST CURRENTLY RESIDE ON THE PERSONNEL FILE.
<b>4. ACCOUNTING JOB ORDER</b>	ENTER THE ACCOUNTING JOB ORDER NUMBER AND THE SYSTEM WILL FILL IN THE REST. THE ACCOUNTING JOB ORDER NUMBER MUST CURRENTLY RESIDE ON THE ACCOUNTING JOB ORDER FILE.
<b>5. START DATE/EST COMP DATE</b>	ENTER THE DAY THE PROJECT IS TO START AND THE DAY THE PROJECT IS TO BE COMPLETED.
<b>6. USER COMMENT</b>	DATA WHICH CAN BE ENTERED FOR TRACKING PURPOSES.
<b>7. JOB TITLE</b>	ENTER THE TITLE OF THE JOB ORDER (MAX OF 72).
<b>8. ACCEPTED BY</b>	THIS AREA IS FILLED IN BY THE COMPUTER SOFTWARE.
<b>9. AUTHORIZATION SIGNATURES</b>	THOSE SIGNATURES ARE REQUIRED ACCORDING TO THE VOLPE CENTER DIRECTIVE DETAILING DELEGATIONS OF AUTHORITY.
<b>10. CONTRACTOR LABOR</b>	FOR CONTRACTOR INFORMATION AND TRACKING.
<b>11. REGULAR LABOR</b>	ENTER CONTRACTOR LABOR CODES AND COST ESTIMATES (MAXIMUM OF TWELVE CATEGORIES).
<b>12. OVERTIME</b>	IF OVERTIME AUTHORIZED ENTER HOURS AND COST.
<b>13. TRAVEL/TRAINING/ODCS/SUPPLIES</b>	IF TRAVEL OR TRAINING IS AUTHORIZED ENTER CODE AND COST.
<b>14. TOTAL LABOR</b>	THIS FIELD IS COMPUTED BY THE SYSTEM ADDING ALL LABOR FIELD.
<b>15. TOTAL JOB COST</b>	THIS FIELD IS SYSTEM GENERATED.

**FIGURE 3 – VOLPE ANNOUNCEMENT #95-27****SUMMARY OF VOLPE CENTER ANNOUNCEMENT #95-27 dated 8/31/95**

The authority to approve procurement requests for in-house services and all job orders issued under onsite support service contracts where the total estimated cost does not exceed the amounts listed is as follows:

INDIVIDUAL	AMOUNT
Volpe Center Deputy Director	Unlimited
Volpe Center Office Directors	Over \$100,000 to \$1,000,000
All Division Chiefs and the Office of Administration Branch Chiefs	Up to \$100,000

Note: All requests for expenditure of resources against a Project Plan Agreement require concurrency by the cognizant task manager

## **J.4 USER ACCOUNTABILITY SYSTEM (UAS) FORMATS AND REPORTS**

### **A. INTRODUCTION**

The UAS is an automated information system that supports the TRIPS Contract. The objective of the system is:

1. To provide contract users with weekly reports reflecting (1) current (weekly, month-to-date, and year-to-date) job order estimates, and (2) current utilization;
2. To provide the COTR with data essential to monitoring the TRIPS Contract;
3. To generate reports used by the contractor's management staff to manage activity at the job order level; and
4. To provide for automatic generation and input of charges into the Volpe Center's Financial Management System.

### **B. INPUT TO UAS**

The UAS is dependent upon two main sources of input: the Form As and the contractor's labor charges.

#### **1. Form A**

The UAS Form A (Figure 2) is the source document for establishing a job order under the contract. The controlling element is the Job Number. The information from this form is entered into the UAS to create or update a job order record. This form is also used to revise, modify, or delete a job order once it has been established. Additionally, the Financial Management Division uses this form as the official document for obligation of program funds once the appropriate approvals have been obtained. The detailed specifications and descriptions of the job order are provided in the Form Z and attached to the Form A.

#### **2. Contractor Labor Charges**

Each week the contractor provides the Volpe Center's UAS Manager with a breakdown of hours used in support of each job order. This information is entered into the UAS and the time and cost figures are updated for each job order according to a pre-established rate structure.

### **C. SCHEDULE FOR INPUT TO UAS**

Input is made to update the UAS twice a week. The first run is a preliminary run to enter weekly contractor labor charges, travel charges and adjustments. This system update is scheduled for close of business (COB) each Monday (COB Tuesday is the latest this update can take place). It is the contractor's responsibility to provide the UAS System Manager with a preliminary weekly labor file by COB each Monday. The second run, which takes place each Wednesday, processes labor charge adjustments and/or any other type of labor charges, if any. It is the contractor's responsibility to provide the UAS System Manager with a final weekly labor file by noon each

Wednesday. During this run, files and reports are produced for the Financial Management Division that are used to update the Volpe Center's financial management systems. These files and reports are turned over to the Volpe Center's Financial Management Division each Thursday.

Deviations to due dates for weekly labor files may be made by the UAS System Manager at fiscal year end and to accommodate Federal holidays and the Volpe Center's Financial Management Division's fiscal year closing schedule. The contractor will be required to provide a labor file ending September 30 of each year.

#### **D. OUTPUT FROM UAS**

The UAS provides reports on a weekly basis. As a rule, weekly closings are on Wednesday of each week and monthly closings are made as of the last Saturday of each month. Closings generate the only official UAS reports and data. Unofficial UAS reports and data are generated by the preliminary runs and serve as an aid in the function of monitoring project activity.

#### **E. UAS REPORTS**

Multiple reports are generated by the UAS for the administration and monitoring of the operation/performance of the contract. Distribution of these reports varies with requirements. The reports are designed to satisfy the specific needs of functional areas and to provide current technical and financial information to project managers/job order initiators and the COTR.

## **J.5 PERFORMANCE EVALUATION PLAN**

As stated in Section I.8: A Performance Evaluation Plan shall be unilaterally established by the Government based on the criteria stated in the contract and used for the determination of award fee. This plan shall include the criteria used to evaluate CLIN 0002 and 0003 and the percentage of award fee available for CLIN 0002 and 0003. A copy of the plan shall be provided to the contractor 30 calendar days prior to the start of the first evaluation period.

## **J.6 RED-YELLOW-GREEN PROJECT SUMMARY REPORTS**

### **A. Introduction**

The contractor is required to provide a high-level assessment of its activities for each project supported during the fiscal year. The primary purpose of these project assessments is to encourage communication among the contractor, job order initiators, the COTR, and Volpe Center management. The attributes assessed (job order definition, technical content, schedule, funding, cost, staffing, and quality) provide a limited view of the status of work performed. This report is best used as a means of validating progress between the contractor and the job order initiator and as an indicator of contractor performance to the COTR and Volpe Center management. Indicators need to be examined more closely to verify the exact nature of the performance issue.

### **B. Data Elements**

For each entry, the following information will be reported using the data from the UAS for the previous month:

- Project Number;
- Project Title;
- RTV Number (Volpe Center organization supported);
- Total obligations as recorded in UAS;
- Total expenditures as recorded in UAS;
- Total hours as recorded in UAS; and
- Total level-of-effort calculated by dividing the total hours delivered by the number of contract hours available; i.e., number of elapsed weeks in the Government fiscal year multiplied by 40 hours per week.

For each project, status assessments will be made for the following attributes:

- Job Order Definition: are work items being supported/to be supported clearly defined in the approved Form Z and/or job order plans
- Technical Content: are technical issues well understood and under control
- Schedule: are key deliverables of adequate quality being delivered/going to be delivered in accordance with the schedule contained in the approved job order plans
- Funding: has sufficient funding been provided in support of the project (i.e. certified Form As)
- Cost: are the actual/projected costs at or below the costs contained in the approved job order plans
- Staffing: are individuals with the appropriate skills being provided as required by the approved job order plans; and
- Quality: is quality of products/services meeting job order specifications.

### **C. Assessment Scheme**

One sheet will be prepared for each Volpe Center Directorate. The contractor may provide assessments at the job order level in addition to the project level. If this is done, the job order level assessments should appear underneath the project level assessment on the sheet.

Assessments are made using a color scheme. **Red** indicates that a significant problem either does or will exist. **Yellow** indicates that a minor problem either does or may exist. Any cell assessed as Red or Yellow should be footnoted with an explanation. **Green** indicates that all items are proceeding in accordance with the approved plan. **Blue** means the project is closed (i.e., all job orders being performed in support of that project have been closed) as of the end of the reporting month.

### **D. Report Formats and Schedules**

Specific report formats shall be recommended by the contractor in accordance with Section F and shall be approved by the COTR. The contractor is required to submit quarterly RYG reports in accordance with the delivery schedules in Section F. Modifications to the report format may be requested by the COTR during the performance of the contract.



## J.7 U.S. DEPARTMENT OF LABOR WAGE DETERMINATIONS

94-2256 MA, BOSTON

WAGE DETERMINATION NO: 94-2256 REV (19) AREA: MA, BOSTON

HEALTH AND WELFARE LEVEL - TOTAL BENEFIT \*\*OTHER WELFARE LEVEL WD:94-2255

REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT

U.S. DEPARTMENT OF LABOR, EMPLOYMENT STANDARDS ADMINISTRATION

WAGE AND HOUR DIVISION WASHINGTON D.C. 20210

By direction of the Secretary of Labor

Wage Determination No.: 1994-2256

William W. Gross, Director, Division of Wage Determinations

Revision No.: 19

Date Of Revision: 06/23/2004

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Applicable in the state of Massachusetts in the areas listed below:

BRISTOL COUNTY: Mansfield, Norton, Raynham

ESSEX COUNTY: Lynn, Lynnfield, Nahant, Saugus

MIDDLESEX COUNTY: Entire County

NORFOLK COUNTY: Bellingham, Braintree, Brookline, Canton, Cohasset, Dedham, Dover, Foxborough, Franklin, Holbrook, Medfield, Medway, Millis, Milton, Needham, Norfolk, Norwood, Quincy, Randolph, Sharon, Stoughton, Walpole, Wellesley, Westwood, Weymouth, Wrentham

PLYMOUTH COUNTY: Carver, Duxbury, Hanover, Hanson, Hingham, Hull, Kingston, Lakeville, Marshfield, Middleborough, Norwell, Pembroke, Plymouth, Plympton, Rockland, Scituate

SUFFOLK COUNTY: Entire County

WORCESTER COUNTY: Berlin, Bolton, Harvard, Hopedale, Lancaster, Mendon, Milford, Southborough, Upton

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\*\*Fringe Benefits Required Follow the Occupational Listing\*\*

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support and Clerical Occupations	
01011 - Accounting Clerk I	11.54
01012 - Accounting Clerk II	13.60
01013 - Accounting Clerk III	14.86
01014 - Accounting Clerk IV	16.61
01030 - Court Reporter	17.96
01050 - Dispatcher, Motor Vehicle	16.45
01060 - Document Preparation Clerk	13.60
01070 - Messenger (Courier)	10.12
01090 - Duplicating Machine Operator	13.60
01110 - Film/Tape Librarian	15.92

01115 - General Clerk I	11.37
01116 - General Clerk II	12.78
01117 - General Clerk III	14.06
01118 - General Clerk IV	15.80
01120 - Housing Referral Assistant	17.23
01131 - Key Entry Operator I	12.83
01132 - Key Entry Operator II	15.38
01191 - Order Clerk I	11.54
01192 - Order Clerk II	13.60
01261 - Personnel Assistant (Employment) I	13.60
01262 - Personnel Assistant (Employment) II	15.23
01263 - Personnel Assistant (Employment) III	17.30
01264 - Personnel Assistant (Employment) IV	18.11
01270 - Production Control Clerk	18.11
01290 - Rental Clerk	15.23
01300 - Scheduler, Maintenance	15.23
01311 - Secretary I	15.23
01312 - Secretary II	17.23
01313 - Secretary III	18.11
01314 - Secretary IV	21.34
01315 - Secretary V	25.30
01320 - Service Order Dispatcher	15.28
01341 - Stenographer I	13.60
01342 - Stenographer II	15.23
01400 - Supply Technician	21.34
01420 - Survey Worker (Interviewer)	14.72
01460 - Switchboard Operator-Receptionist	12.23
01510 - Test Examiner	17.23
01520 - Test Proctor	17.23
01531 - Travel Clerk I	12.09
01532 - Travel Clerk II	13.08
01533 - Travel Clerk III	14.09
01611 - Word Processor I	13.78
01612 - Word Processor II	15.03
01613 - Word Processor III	17.78
03000 - Automatic Data Processing Occupations	
03010 - Computer Data Librarian	15.23
03041 - Computer Operator I	15.23
03042 - Computer Operator II	17.50
03043 - Computer Operator III	18.11
03044 - Computer Operator IV	22.08
03045 - Computer Operator V	24.72
03071 - Computer Programmer I (1)	19.93
03072 - Computer Programmer II (1)	25.01
03073 - Computer Programmer III (1)	27.62
03074 - Computer Programmer IV (1)	27.62
03101 - Computer Systems Analyst I (1)	27.62
03102 - Computer Systems Analyst II (1)	27.62
03103 - Computer Systems Analyst III (1)	27.62
03160 - Peripheral Equipment Operator	15.23

05000 - Automotive Service Occupations	
05005 - Automotive Body Repairer, Fiberglass	18.90
05010 - Automotive Glass Installer	17.82
05040 - Automotive Worker	16.47
05070 - Electrician, Automotive	17.26
05100 - Mobile Equipment Servicer	14.92
05130 - Motor Equipment Metal Mechanic	17.75
05160 - Motor Equipment Metal Worker	16.47
05190 - Motor Vehicle Mechanic	17.55
05220 - Motor Vehicle Mechanic Helper	14.11
05250 - Motor Vehicle Upholstery Worker	15.66
05280 - Motor Vehicle Wrecker	16.47
05310 - Painter, Automotive	17.26
05340 - Radiator Repair Specialist	16.47
05370 - Tire Repairer	14.22
05400 - Transmission Repair Specialist	17.75
07000 - Food Preparation and Service Occupations	
(not set) - Food Service Worker	10.63
07010 - Baker	13.05
07041 - Cook I	12.14
07042 - Cook II	13.39
07070 - Dishwasher	9.22
07130 - Meat Cutter	16.19
07250 - Waiter/Waitress	10.49
09000 - Furniture Maintenance and Repair Occupations	
09010 - Electrostatic Spray Painter	17.02
09040 - Furniture Handler	13.14
09070 - Furniture Refinisher	17.02
09100 - Furniture Refinisher Helper	13.91
09110 - Furniture Repairer, Minor	15.45
09130 - Upholsterer	17.02
11030 - General Services and Support Occupations	
11030 - Cleaner, Vehicles	10.47
11060 - Elevator Operator	10.60
11090 - Gardener	15.67
11121 - House Keeping Aid I	9.53
11122 - House Keeping Aid II	10.60
11150 - Janitor	12.41
11210 - Laborer, Grounds Maintenance	13.63
11240 - Maid or Houseman	11.80
11270 - Pest Controller	15.50
11300 - Refuse Collector	12.83
11330 - Tractor Operator	14.80
11360 - Window Cleaner	13.35
12000 - Health Occupations	
12020 - Dental Assistant	15.89
12040 - Emergency Medical Technician (EMT)/Paramedic/ Ambulance Driver	15.25
12071 - Licensed Practical Nurse I	15.73
12072 - Licensed Practical Nurse II	17.66

12073 - Licensed Practical Nurse III	19.95
12100 - Medical Assistant	14.10
12130 - Medical Laboratory Technician	14.10
12160 - Medical Record Clerk	14.10
12190 - Medical Record Technician	15.49
12221 - Nursing Assistant I	8.85
12222 - Nursing Assistant II	9.96
12223 - Nursing Assistant III	10.47
12224 - Nursing Assistant IV	12.18
12250 - Pharmacy Technician	13.89
12280 - Phlebotomist	12.18
12311 - Registered Nurse I	24.04
12312 - Registered Nurse II	26.76
12313 - Registered Nurse II, Specialist	26.76
12314 - Registered Nurse III	32.03
12315 - Registered Nurse III, Anesthetist	32.03
12316 - Registered Nurse IV	38.38
13000 - Information and Arts Occupations	
13002 - Audiovisual Librarian	20.66
13011 - Exhibits Specialist I	18.46
13012 - Exhibits Specialist II	23.47
13013 - Exhibits Specialist III	28.71
13041 - Illustrator I	19.66
13042 - Illustrator II	24.61
13043 - Illustrator III	30.10
13047 - Librarian	29.69
13050 - Library Technician	15.92
13071 - Photographer I	14.36
13072 - Photographer II	18.80
13073 - Photographer III	23.90
13074 - Photographer IV	29.22
13075 - Photographer V	35.35
15000 - Laundry, Dry Cleaning, Pressing and Related Occupations	
15010 - Assembler	8.80
15030 - Counter Attendant	8.80
15040 - Dry Cleaner	11.69
15070 - Finisher, Flatwork, Machine	8.80
15090 - Presser, Hand	8.80
15100 - Presser, Machine, Drycleaning	8.80
15130 - Presser, Machine, Shirts	8.80
15160 - Presser, Machine, Wearing Apparel, Laundry	8.80
15190 - Sewing Machine Operator	12.40
15220 - Tailor	12.95
15250 - Washer, Machine	9.78
19000 - Machine Tool Operation and Repair Occupations	
19010 - Machine-Tool Operator (Toolroom)	18.61
19040 - Tool and Die Maker	22.00
21000 - Material Handling and Packing Occupations	
21010 - Fuel Distribution System Operator	17.81
21020 - Material Coordinator	19.87

21030 - Material Expediter	19.87
21040 - Material Handling Laborer	13.09
21050 - Order Filler	13.10
21071 - Forklift Operator	14.57
21080 - Production Line Worker (Food Processing)	14.87
21100 - Shipping/Receiving Clerk	16.09
21130 - Shipping Packer	16.09
21140 - Store Worker I	10.58
21150 - Stock Clerk (Shelf Stocker; Store Worker II)	14.05
21210 - Tools and Parts Attendant	14.87
21400 - Warehouse Specialist	14.57
23000 - Mechanics and Maintenance and Repair Occupations	
23010 - Aircraft Mechanic	21.68
23040 - Aircraft Mechanic Helper	16.99
23050 - Aircraft Quality Control Inspector	22.50
23060 - Aircraft Servicer	18.86
23070 - Aircraft Worker	19.83
23100 - Appliance Mechanic	20.97
23120 - Bicycle Repairer	14.22
23125 - Cable Splicer	24.83
23130 - Carpenter, Maintenance	22.58
23140 - Carpet Layer	21.55
23160 - Electrician, Maintenance	24.84
23181 - Electronics Technician, Maintenance I	15.88
23182 - Electronics Technician, Maintenance II	21.32
23183 - Electronics Technician, Maintenance III	22.89
23260 - Fabric Worker	18.70
23290 - Fire Alarm System Mechanic	22.09
23310 - Fire Extinguisher Repairer	18.91
23340 - Fuel Distribution System Mechanic	21.48
23370 - General Maintenance Worker	19.65
23400 - Heating, Refrigeration and Air Conditioning Mechanic	21.66
23430 - Heavy Equipment Mechanic	21.75
23440 - Heavy Equipment Operator	23.62
23460 - Instrument Mechanic	22.80
23470 - Laborer	13.97
23500 - Locksmith	20.59
23530 - Machinery Maintenance Mechanic	22.07
23550 - Machinist, Maintenance	22.80
23580 - Maintenance Trades Helper	16.83
23640 - Millwright	23.19
23700 - Office Appliance Repairer	21.64
23740 - Painter, Aircraft	20.80
23760 - Painter, Maintenance	20.59
23790 - Pipefitter, Maintenance	24.44
23800 - Plumber, Maintenance	23.32
23820 - Pneudraulic Systems Mechanic	22.80
23850 - Rigger	22.80
23870 - Scale Mechanic	20.88
23890 - Sheet-Metal Worker, Maintenance	24.84

23910 - Small Engine Mechanic	19.65
23930 - Telecommunication Mechanic I	24.84
23931 - Telecommunication Mechanic II	25.77
23950 - Telephone Lineman	24.84
23960 - Welder, Combination, Maintenance	21.48
23965 - Well Driller	21.48
23970 - Woodcraft Worker	21.48
23980 - Woodworker	18.52
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	11.94
24580 - Child Care Center Clerk	14.63
24600 - Chore Aid	11.80
24630 - Homemaker	19.09
25000 - Plant and System Operation Occupations	
25010 - Boiler Tender	21.43
25040 - Sewage Plant Operator	19.13
25070 - Stationary Engineer	21.43
25190 - Ventilation Equipment Tender	16.59
25210 - Water Treatment Plant Operator	19.13
27000 - Protective Service Occupations	
(not set) - Police Officer	22.92
27004 - Alarm Monitor	15.11
27006 - Corrections Officer	21.11
27010 - Court Security Officer	21.11
27040 - Detention Officer	21.11
27070 - Firefighter	20.98
27101 - Guard I	10.99
27102 - Guard II	15.12
28000 - Stevedoring/Longshoremen Occupations	
28010 - Blocker and Bracer	20.54
28020 - Hatch Tender	20.54
28030 - Line Handler	20.54
28040 - Stevedore I	19.75
28050 - Stevedore II	22.07
29000 - Technical Occupations	
21150 - Graphic Artist	26.61
29010 - Air Traffic Control Specialist, Center (2)	32.17
29011 - Air Traffic Control Specialist, Station (2)	22.19
29012 - Air Traffic Control Specialist, Terminal (2)	24.43
29023 - Archeological Technician I	17.51
29024 - Archeological Technician II	19.60
29025 - Archeological Technician III	24.26
29030 - Cartographic Technician	24.26
29035 - Computer Based Training (CBT) Specialist/ Instructor	30.10
29040 - Civil Engineering Technician	21.30
29061 - Drafter I	13.95
29062 - Drafter II	16.03
29063 - Drafter III	19.09
29064 - Drafter IV	24.26
29081 - Engineering Technician I	14.85

29082 - Engineering Technician II	16.65
29083 - Engineering Technician III	19.59
29084 - Engineering Technician IV	23.16
29085 - Engineering Technician V	28.24
29086 - Engineering Technician VI	31.81
29090 - Environmental Technician	23.55
29100 - Flight Simulator/Instructor (Pilot)	33.42
29160 - Instructor	27.52
29210 - Laboratory Technician	19.23
29240 - Mathematical Technician	20.94
29361 - Paralegal/Legal Assistant I	15.35
29362 - Paralegal/Legal Assistant II	19.02
29363 - Paralegal/Legal Assistant III	23.26
29364 - Paralegal/Legal Assistant IV	28.14
29390 - Photooptics Technician	24.26
29480 - Technical Writer	30.63
29491 - Unexploded Ordnance (UXO) Technician I	20.45
29492 - Unexploded Ordnance (UXO) Technician II	24.74
29493 - Unexploded Ordnance (UXO) Technician III	29.65
29494 - Unexploded (UXO) Safety Escort	20.45
29495 - Unexploded (UXO) Sweep Personnel	20.45
29620 - Weather Observer, Senior (3)	23.55
29621 - Weather Observer, Combined Upper Air and Surface Programs (3)	19.43
29622 - Weather Observer, Upper Air (3)	19.43
31000 - Transportation/ Mobile Equipment Operation Occupations	
31030 - Bus Driver	17.01
31260 - Parking and Lot Attendant	9.98
31290 - Shuttle Bus Driver	15.21
31300 - Taxi Driver	12.03
31361 - Truckdriver, Light Truck	14.97
31362 - Truckdriver, Medium Truck	17.96
31363 - Truckdriver, Heavy Truck	19.16
31364 - Truckdriver, Tractor-Trailer	19.16
99000 - Miscellaneous Occupations	
99020 - Animal Caretaker	11.00
99030 - Cashier	11.25
99041 - Carnival Equipment Operator	11.52
99042 - Carnival Equipment Repairer	12.20
99043 - Carnival Worker	9.53
99050 - Desk Clerk	13.70
99095 - Embalmer	17.18
99300 - Lifeguard	12.23
99310 - Mortician	26.30
99350 - Park Attendant (Aide)	15.30
99400 - Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	12.66
99500 - Recreation Specialist	19.19
99510 - Recycling Worker	15.50
99610 - Sales Clerk	12.23

99620 - School Crossing Guard (Crosswalk Attendant)	9.79
99630 - Sport Official	12.23
99658 - Survey Party Chief (Chief of Party)	21.99
99659 - Surveying Technician (Instr. Person/ Surveyor Asst./Instr.)	19.99
99660 - Surveying Aide	14.55
99690 - Swimming Pool Operator	15.92
99720 - Vending Machine Attendant	13.62
99730 - Vending Machine Repairer	15.92
99740 - Vending Machine Repairer Helper	13.62

**ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:**

**HEALTH & WELFARE:** Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans. Minimum employer contributions costing an average of \$2.59 per hour computed on the basis of all hours worked by service employees employed on the contract.

**VACATION:** 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

**HOLIDAYS:** A minimum of eleven paid holidays per year: New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

**THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):**

- 1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)
- 2) **APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL:** An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.
- 3) **WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY:** If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**HAZARDOUS PAY DIFFERENTIAL:** An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization,



modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance: The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**\*\* NOTES APPLYING TO THIS WAGE DETERMINATION \*\***

**Source of Occupational Title and Descriptions:**

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

**REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE  
{Standard Form 1444 (SF 1444)}**

**Conformance Process:**

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be

paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper. When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

**J.8 GOVERNMENT-FURNISHED PROPERTY LIST**

TAG	NOMENCLATURE	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	DESCRIPTION-1
28469	CALCULATING MACHINE	TEXAS INSTRU	T.I.-5045	151980	CALCULATOR 12 DIGIT, (1) ONE MEMORY
29368	CALCULATING MACHINE	TEXAS INSTRU	TI-5045II	492928	12-DIGIT,2-COLOR PRINTER DISPLAY
29369	CALCULATING MACHINE	TEXAS INSTRU	TI-5045II	492923	12-DIGIT,2-COLOR PRINTER DISPLAY
29651	PROCESSOR	DELL	SYS310	37850	NDA
30467	DISPLAY UNIT	HEWLETT PACKARD	D1182A	9025J41440	NDA
31371	VIDEO RECORDER	PANASONIC	PV2101	C1SA23275	
31393	DISPLAY UNIT	PANASONIC	CT-2010Y	EE1220062	
31980	PRINTER	HEWLETT PACKARD	NMN	3120J60627	LASERJET SERIES III SI
32439	PROCESSOR	COMPAQ	486/33	6204HBS30013	PRO/LT
32715	DISPLAY UNIT	MITSUBISHI	HL6915	910000177	COLOR MONITOR
32868	PRINTER	HEWLETT PACKARD	IIP	D3136J327C5	LASERJET SERIES IIP PLUS
33080	POWER SUPPLY	MASTERPIECE	NMN	NSN	NDA
33301	PROCESSOR	AT&T	120CPU	2923166988	STARSTATION
33663	DISPLAY UNIT	AT&T	CRT345D	921D05002578	COLOR MONITOR
34187	PRINTER	HEWLETT PACKARD	HP33491A	3211J74239	LASER JET IIISI
34429	PRINTER	HEWLETT PACKARD	C2001A	USBC119061	LASERJET 4
34481	CALCULATING MACHINE	CASIO	FR-520GY	1231141	NDA
34483	CALCULATING MACHINE	CASIO	FR-520GY	1231139	NDA
34885	PRINTER	HEWLETT PACKARD	C2010A	USBB128480	LASERJET 4SI
35190	TYPEWRITER	BROTHER	EM605SC	K23612420	NDA
35398	PROCESSOR	GATEWAY 2000	DX266LB	1662297	NDA
36206	TYPEWRITER	BROTHER	EM-605SC	M33799777	NDA
36253	POWER SUPPLY	PERMA POWER	NMN	NSN	POWER COMMANDER II/SURGE SUPPRESSOR
36257	POWER SUPPLY	DATA SHIELD	NMN	NSN	NDA
36277	DISPLAY UNIT	SUN MICROSYSTEM	GDM 1962B	36511001	17" MONITOR
36551	DISK DRIVE UNIT	CMI	NMN	5654	OPTICAL DISK DRIVE
36624	PROCESSOR	GATEWAY 2000	486DX266	2281836	MICRO PROCESSOR
36696	DISPLAY UNIT	NEC	JC-2141UMA-3	4220354DA	21" COLOR MONITOR-6FGP
37771	PRINTER	HEWLETT PACKARD	C2037A	USFB021634	LASERJET 4
37975	PRINTER	HEWLETT PACKARD	C2005A	USCB240328	H-P
37995	PROCESSOR	AST	733C	394A1X001229	FA, P.O.#DTFA03-94P00867
45203	PROCESSOR	MICRO SOURCES	PC-486-66	BAC01124	NDA
45322	DISPLAY UNIT	GATEWAY 2000	MONO17004AAWW	MH2754040967	NDA
45327	PROCESSOR	GATEWAY 2000	MDAPENT090PI	2919903	PENTIUM 90MHZ CPU W/FAN
45329	PROCESSOR	GATEWAY 2000	MDAPENT090PI	2919901	PENTIUM 90MHZ CPU W/FAN
45591	PROCESSOR	GATEWAY 2000	NEW TOWER	E143540	P5-90
45739	POWER SUPPLY	APC	BACK-UPS 450	B94124760027	NDA
46011	TAPE DRIVE	ANRITSU	M2485B	J147	NDA
46066	TAPE DRIVE	HEWLETT PACKARD	C1529F	CB00137955	NDA
46085	DISPLAY UNIT	NEC	JC-1743UMA	5507581NB	NDA
46215	DISPLAY UNIT	MITSUBISHI	FFY7705SKTK	5-502017478	17" MONITOR
46216	DISPLAY UNIT	MITSUBISHI	FFY7705SKTK	5-502017381	17" MONITOR
46269	POWER SUPPLY	APC	SU1400	S95076740785	NDA
46500	PROCESSOR	AT&T	WFW	15-304707935	NDA
46502	PROCESSOR	AT&T	WFW	15-304707938	NDA
46523	PROCESSOR	MICRONICS	486/66	497842	NDA
46571	FACSIMILE SET	XEROX	PRO610	AQXKOR22020	WORKCENTER PRO610
46692	PROCESSOR	DELL	DPM	5C3GF	NDA
46712	PRINTER	HEWLETT PACKARD	C3150A	USFB082350	W/ MEMORY UPGRADE AND INSTALLATION
46713	PRINTER	HEWLETT PACKARD	C3150A	USFB082375	W/ MEMORY UPGRADE AND INSTALLATION
46714	PRINTER	HEWLETT PACKARD	C3150A	USFB082385	W/ MEMORY UPGRADE AND INSTALLATION

46716	PRINTER	HEWLETT PACKARD	C3150A	USFB 82370	W/ MEMORY UPGRADE AND INSTALLATION
46719	PRINTER	HEWLETT PACKARD	C3150A	USFB082361	LASERJET 5P
46720	PRINTER	HEWLETT PACKARD	C3150A	USFB082392	W/ MEMORY UPGRADE AND INSTALLATION
46721	PRINTER	HEWLETT PACKARD	C3150A	USFB082386	W/ MEMORY UPGRADE AND INSTALLATION
46722	PRINTER	HEWLETT PACKARD	C3150A	USFB082316	W/ MEMORY UPGRADE AND INSTALLATION
46723	PRINTER	HEWLETT PACKARD	C3150A	USFB082365	W/ MEMORY UPGRADE AND INSTALLATION
46724	PRINTER	HEWLETT PACKARD	C3150A	USFB082358	W/ MEMORY UPGRADE AND INSTALLATION
46725	PRINTER	HEWLETT PACKARD	C3150A	USFB082349	W/ MEMORY UPGRADE AND INSTALLATION
46726	PRINTER	HEWLETT PACKARD	C3150A	USFB082367	W/ MEMORY UPGRADE AND INSTALLATION
46728	PRINTER	HEWLETT PACKARD	C3150A	USFB082381	W/ MEMORY UPGRADE AND INSTALLATION
46729	PRINTER	HEWLETT PACKARD	C3150A	USFB082362	W/ MEMORY UPGRADE AND INSTALLATION
46730	PRINTER	HEWLETT PACKARD	C3150A	USFB082379	W/ MEMORY UPGRADE AND INSTALLATION
46731	PRINTER	HEWLETT PACKARD	C3150A	USFB082389	W/ MEMORY UPGRADE AND INSTALLATION
46732	PRINTER	HEWLETT PACKARD	C3150A	USFB082378	W/ MEMORY UPGRADE AND INSTALLATION
46733	PRINTER	HEWLETT PACKARD	C3150A	USFB082373	W/ MEMORY UPGRADE AND INSTALLATION
46734	PRINTER	HEWLETT PACKARD	C3150A	USFB082390	W/ MEMORY UPGRADE AND INSTALLATION
46735	PRINTER	HEWLETT PACKARD	C3150A	USFB082391	W/ MEMORY UPGRADE AND INSTALLATION
46943	DISPLAY UNIT	DELL	D1726S	09656A02MC	NDA
47041	PROCESSOR	COMPAQ	500-1	6549HQM10052	NDA
47042	PROCESSOR	COMPAQ	1500-1	6549HSV10006	NDA
47352	CALCULATING MACHINE	ROYAL	770HD	NSN	EZ-VUE ELECTRONIC CALCULATOR
47464	DISPLAY UNIT	MITSUBISHI	FFF8705SKTK	S511523895	17" COLOR MONITOR
47515	PROCESSOR	SWAN	M13SOATS	132450	PENT 133
47631	DISPLAY UNIT	NANAO	MA-1767	77575115	17" FLEX-SCAN MONITOR
47634	DISPLAY UNIT	NANAO	MA-1767	77311115	17" FLEX-SCAN MONITOR
47649	DISPLAY UNIT	NANAO	F2-15	B1694036	15" COLOR DATA DISPLAY
47665	SERVER	COMPAQ	1500/133M1	6616HSV10375	PROLIANT 1500
47732	POWER SUPPLY	APC	2200	NSN	SMART UPS 2200
47838	DISPLAY UNIT	GATEWAY 2000	CPD17F23	7111808	NDA
47841	DISPLAY UNIT	NEC	JC1734VMA	6516503NE	NDA
48291	DISPLAY UNIT	NANAO	MA-1767	78723125-USMD	16"
48614	SERVER	HEWLETT PACKARD	D4262A	63500384	NETSERVER 6/166 LX
48618	SERVER	HEWLETT PACKARD	D4262A	63200230	NETSERVER 6/166 LX
48619	SERVER	HEWLETT PACKARD	D4262A	63500387	NETSERVER 6/166 LX
48623	SERVER	HEWLETT PACKARD	D4262A	63500361	NETSERVER 6/166 LX
48625	SERVER	HEWLETT PACKARD	D4262A	63500379	NETSERVER 6/166 LX
48660	DISPLAY UNIT	PRINCETON	ULTRA40	862169015	14"
48689	SERVER	DEC	FR973WW	5KN639DL769	NDA
48818	CD-ROM DRIVE	BOFFIN	004941E	B0FA28951	CD ROM TOWER
48856	DISK DRIVE UNIT	IOMEGA	Z100P2	RBBG3754R8	ZIP DRIVE
48863	PROCESSOR	MICRON	M55HIPLUS	7139220049	NDA
48888	PROCESSOR	HIQ	AT101P	119888-1196	NDA
49123	PROCESSOR	CPU	MM3700AM	5247	NDA
49274	DISK DRIVE UNIT	IOMEGA	Z100P2	RBBG37C0G8	ZIP DRIVE
49311	SERVER	HEWLETT PACKARD	D4208N	US64957662	VECTRA 6/200
49312	SERVER	HEWLETT PACKARD	D4208N	US64957607	VECTRA 6/200
49316	SERVER	HEWLETT PACKARD	D4208N	US64957588	VECTRA 6/200
49317	DISPLAY UNIT	PANASONIC	P17	FF6410405	17" HI RESOLUTION MONITOR

49318	DISPLAY UNIT	PANASONIC	P17	FF6410010	17" HI RESOLUTION MONITOR
49321	DISPLAY UNIT	PANASONIC	P17	FF6410386	17" HI RESOLUTION MONITOR
49323	DISPLAY UNIT	PANASONIC	P17	FF6410210	17" HI RESOLUTION MONITOR
49345	TAPE DRIVE	HEWLETT PACKARD	HPFH-005001	965010120080	12000E TAPE DRIVE 866-1889
49406	PROCESSOR	ZENITH	ATXP200	15824	200MHZ INTEL PENTIUM MINI TOWER W/64MBRAM
49409	DISPLAY UNIT	SAMPO	KM-720LT	T1640623Q1781	NDA
49410	DISPLAY UNIT	SAMPO	KM-720LT	T1640623Q1785	NDA
49543	STORAGE UNIT	SUN	711	643G5158	MULTIPACK SPARC STORAGE UNIT
49600	DISPLAY UNIT	PANASONIC	S17	FB7112255	17"
49602	DISPLAY UNIT	PANASONIC	S17	FB7114474	17"
49604	DISPLAY UNIT	PANASONIC	S173	FB7112277	17"
49605	DISPLAY UNIT	PANASONIC	S17	FB7114475	17"
49607	DISPLAY UNIT	PANASONIC	S17	FB711854	17"
49608	DISPLAY UNIT	PANASONIC	S17	FB6610827	17"
49610	DISPLAY UNIT	PANASONIC	S17	FB7111863	17"
49611	DISPLAY UNIT	PANASONIC	S17	FB7114381	17"
49703	DISPLAY UNIT	NEC	JC2141UMA3	3Y20917DA	NDA
49709	SERVER	HEWLETT PACKARD	D4312B	US712000129	NETSERVER PRO
49713	SERVER	HEWLETT PACKARD	D4312B	US71200108	NETSERVER PRO
49825	DISPLAY UNIT	VIEWSONIC	17GS	J971108173	NDA
49826	DISPLAY UNIT	VIEWSONIC	17GS	J71108148	NDA
49832	DISPLAY UNIT	CTX	VL500	1G164504755	15" MONITOR
49839	DISPLAY UNIT	CTX	VL400	190-71107473	14" MONITOR
49866	PROCESSOR	GATEWAY	P5-166	7122759	P5-166 W/MMX TECHNOLOGY
49867	PROCESSOR	GATEWAY	P5-166	7122767	P5-166 PRO W/MMX TECHNOLOGY
49868	PROCESSOR	GATEWAY	P5-166	7122768	P5-166 PRO W/ MMX TECHNOLOGY
49869	PROCESSOR	GATEWAY	P5-166	7122762	P5-166 PRO W/MMX TECHNOLOGY
49871	PROCESSOR	GATEWAY	P5-166	7122764	P5-166 PRO W/MMX TECHNOLOGY
49874	PROCESSOR	GATEWAY	P5-166	7122765	P5-166 PRO W/MMX TECHNOLOGY
49878	DISPLAY UNIT	GATEWAY	MONO1701	MH54H022359	NDA
49881	DISPLAY UNIT	GATEWAY	MONO1701	MH54H022364	NDA
49882	DISPLAY UNIT	GATEWAY	MONO1701	MH54H4019931	NDA
49883	DISPLAY UNIT	GATEWAY	MONO1701	MH54H022262	NDA
49886	DISPLAY UNIT	GATEWAY	MONO1701	MH54H4022264	NDA
49888	DISPLAY UNIT	GATEWAY	MONO1701	MH54H4022360	NDA
49889	DISPLAY UNIT	GATEWAY	MONO1701	MH54H4022358	NDA
49904	PROCESSOR	DELL	TS30G	7177646BYK7377A	LAPTOP
49912	PROCESSOR	DELL	P5MMX166	98F20	WIN 95
49916	PROCESSOR	DELL	P5MMX166	98FXV	WIN 95
49924	DISPLAY UNIT	DELL	D1025HT	66510A1XZH47	NDA
50010	PROCESSOR	HEWLETT PACKARD	D4217N	MX72020441	NDA
50013	PROCESSOR	HEWLETT PACKARD	D4217N	MX71970294	NDA
50026	PRINTER	HEWLETT PACKARD	C3801A	US74HA41Y1	OFFICE JET PRINTER
50028	SERVER	HEWLETT PACKARD	D4312B	US72400086	NETSERVER LX PRO 6/200
50029	SERVER	HEWLETT PACKARD	D4312B	US72400085	NETSERVER LX PRO 6/200
50032	DISPLAY UNIT	HEWLETT PACKARD	D2806B	KR64882908	VGA 15"
50125	POWER SUPPLY	APC	1400	WS9645097311	SMART UPS 1400
50271	PROCESSOR	MICRON	ANCHORAGE 200	988960-0001	MILLENNIA MME
50356	DISPLAY UNIT	DELL	84766	AODCU	800LS
50359	DISPLAY UNIT	DELL	84766	AODCJ	800LS
50382	DISPLAY UNIT	DELL	84766	4C0057	NDA
50413	POWER SUPPLY	APC	SU1400NET	ES9724463126	SMART UPS 1400
50422	DISPLAY UNIT	SONY	CPD200SX	1152478	NDA
50425	DISPLAY UNIT	GATEWAY 2000	CPDGF250TX	8078376P	NDA
50463	POWER SUPPLY	APC	SU1400NET	33074837	SMART UPS
50483	PRINTER	HEWLETT PACKARD	C4555A	SG75M1H17F	DESKJET
50486	PRINTER	HEWLETT PACKARD	C4555A	SG75M1H168	DESKJET
50499	PROCESSOR	THINKMATE	NMN	54855	NDA
50538	DISPLAY UNIT	MITSUBISHI	TFG8705SKHK	606002724	COLOR DISPLAY MONITOR
50665	DISPLAY UNIT	DELL	D828L	84766A0EYT-67	800 LS SERIES
50688	DISPLAY UNIT	DELL	D828L	84766A0ETY-67	NDA

50799	DISPLAY UNIT	DELL	D825HT	8454061	ULTRASCAN 800HS SERIES
50910	POWER SUPPLY	APC	SU2200NET	ES9728489773	SMART UPS
51004	PRINTER	UNISYS	AP1337	394034201	NDA
51035	PRINTER	UNISYS	AP1337	204A-9445236	NDA
51051	PRINTER	UNISYS	AP9210	405422403	NDA
51062	PRINTER	UNISYS	AP1324	381734672	NDA
51068	DISPLAY UNIT	UNISYS	7033	MUNS-3129739-P	NDA
51075	PRINTER	UNISYS	AP1337	204A-9445231	NDA
51119	ROUTER	CISCO	3600	364016074	NDA
51122	ROUTER	CISCO	3600	364016071	NDA
51275	STORAGE UNIT	COMPAQ	F1	D722BHM10076	PROLIANT STORAGE SYSTEM
51290	DISPLAY UNIT	CTX	XA1451	19173601746	NDA
51293	DISPLAY UNIT	CTX	XA1451	19173602749	NDA
51302	PROCESSOR	COMPAQ	F1	D741BHM10016	S/SYSTEM
51303	PROCESSOR	COMPAQ	F1	D741BHM10019	S/SYSTEM
51374	PROJECTOR	INFOCUS	LP0720ZV	4G7441768	NDA
51536	PROCESSOR	DELL	54971	CKHP2	DIMENSION XPS 300MHZ PENTIUM MINITOWER
51537	DISPLAY UNIT	DELL	66510	A6QNPC7	NDA
51544	PROCESSOR	HEWLETT PACKARD	D4801N	US74354693	KAYAK XA 300MHZ PENTIUM II
51563	PROCESSOR	HEWLETT PACKARD	GHPD4801N	US74354789	KAYAK XA HP PART# D4801N 300MHZ PENTIUM II
51642	CALCULATING MACHINE	ROYAL	770HD	NSN	EZ VUE
51643	CALCULATING MACHINE	ROYAL	770HD	NSN	EZ VUE
51652	HUB UNIT	CABLETRON	MMAC-M8FNB	06667030090070K	HUBSTACK
51679	DISPLAY UNIT	SUN	GDM-20E20	3651335-01	NDA
51680	MEDIA KIT	SUN	600-3942-01	803FC332	NDA
51682	JUKEBOX	HEWLETT PACKARD	C1160G	USGAG00511	NDA
51713	PROCESSOR	TOSHIBA	PA1241U	87205865	NOTEBOOK
51737	PRINTER	HEWLETT PACKARD	C4213A	USCD068114	LASERJET
51739	DISPLAY UNIT	GATEWAY 2000	700069CS	17004A253474	NDA
51760	PROCESSOR	MICRON	P11266MT	11352330001	NDA
51761	DISPLAY UNIT	MICRON	M-7F35MR	FG75538	NDA
51763	DISPLAY UNIT	VIEWSONIC	G810	Q773539380	21" DIGITAL COLOR MONITOR
51769	DISPLAY UNIT	VIEWSONIC	G810	Q773538879	21" DIGITAL COLOR MONITOR
51782	PROCESSOR	COMPAQ	DP6000	6748BQ64R560	DESKPRO 6000,PENTIUM II 266MHZ MIDTOWER
51783	PROCESSOR	COMPAQ	DP6000	6748BQ64R407	DESKPRO 6000,PENTIUM II 266MHZ MIDTOWER
51809	PROCESSOR	COMPAQ	DP2000	6748K62F309	NDA
51810	PROCESSOR	COMPAQ	DP2000	6748K62F289	NDA
51816	PROCESSOR	COMPAQ	DP2000	6748K62F294	NDA
51817	PROCESSOR	COMPAQ	DP2000	6748K62E792	NDA
51819	DISPLAY UNIT	CTX	XA-1769	105-74600931	NDA
51820	DISPLAY UNIT	CTX	XA-1769	105-74600932	NDA
51821	DISPLAY UNIT	CTX	XA-1769	105-74600935	NDA
51822	DISPLAY UNIT	CTX	XA-1769	105-74600933	NDA
51823	DISPLAY UNIT	CTX	XA-1769	105-74600903	NDA
51827	DISPLAY UNIT	CTX	XA-1769	74401321	NDA
51829	DISPLAY UNIT	CTX	XA-1769	74200119	NDA
51834	DISPLAY UNIT	CTX	XA-1769	74200118	NDA
51837	PRINTER	HEWLETT PACKARD	C4213A	USCD117828	NDA
51839	PRINTER	HEWLETT PACKARD	C4213A	USCD117846	NDA
51858	DISK DRIVE UNIT	IOMEGA	Z100P2	PRD438CA9B	ZIP DRIVE
51919	DISPLAY UNIT	HEWLETT PACKARD	A4331D	US01032342	NDA
54073	DISPLAY UNIT	DELL	D1028L	66746J82T438	NDA
54110	PROCESSOR	MICRON	P11300MT	11769420001	NDA
54127	PROCESSOR	GATEWAY 2000	G6300	5966838	NDA
54137	DISPLAY UNIT	MICRON	M7F35MR	FG7520517	NDA
54139	SCANNER	MICROTEK	MRS1200V6P	S819184562	NDA
54146	PRINTER	HEWLETT PACKARD	C2670A	SG7BK1307H	DESKJET
54171	PRINTER	HEWLETT PACKARD	C3167A	USDK027592	NDA
54172	PRINTER	HEWLETT PACKARD	C3167A	USDK028533	LASERJET 5

54173	PRINTER	HEWLETT PACKARD	C3167A	USDK027596	LASERJET 5
54190	DISPLAY UNIT	DELL	D1226A	59119C5N65	NDA
54198	SERVER	HEWLETT PACKARD	D4964B	US81400743	NDA
54199	SERVER	HEWLETT PACKARD	NMN	NSN	LX SERVER
54205	PROCESSOR	COMPAQ	DP2000	6813BK62X551	DESKPRO
54217	DISPLAY UNIT	CTX	XA1769	74007815	17" MONITOR
54219	DISPLAY UNIT	CTX	XA1769	74007820	17" MONITOR
54222	DISPLAY UNIT	CTX	XA1769	7400834	17" MONITOR
54223	DISPLAY UNIT	CTX	XA1769	74007811	17" MONITOR
54226	DISPLAY UNIT	CTX	XA1769	74007814	17" MONITOR
54228	PROCESSOR	DELL	XPSD333	E9BZV	NDA
54234	DISK DRIVE UNIT	IOMEGA	Z100S2	RALJ03C0PE	ZIP DRIVE
54243	PROCESSOR	HEWLETT PACKARD	D4808N	US75055464	NDA
54265	PROCESSOR	MICRON	P11300T	12209460002	NDA
54266	PROCESSOR	MICRON	P11300T	12209460001	NDA
54269	PROCESSOR	MICRON	P11300MT	12209560001	NDA
54272	DISPLAY UNIT	MICRON	TXT5F65	FS7513901	NDA
54273	DISPLAY UNIT	MICRON	TXT5F65	FS7513934	NDA
54275	DISPLAY UNIT	MICRON	M7F35MR	FA7625320	NDA
54276	DISPLAY UNIT	MICRON	M7F35MR	FA7625327	NDA
54277	DISPLAY UNIT	MICRON	M7F35MR	FA7625323	NDA
54359	SERVER	COMPAQ	NMN	6551HNM10186	PROLIANT
54404	HUB UNIT	CABLETRON	SEHI-24	NSN	HUB STACK 10 BASE- T HUB W/LANVIEW
54434	PROCESSOR	COMPAQ	P400/6.4	6819BW43P432	NDA
54497	PROCESSOR	COMPAQ	6400/64DOM	6819BW43P206	NDA
54527	PROCESSOR	MICROX	NMN	46261	NDA
54528	DISPLAY UNIT	MICROSCAN	PD697	101917A	NDA
54533	DISPLAY UNIT	MICRON	M7F35MR	FA7651034	NDA
54583	PROCESSOR	GATEWAY 2000	E3100333	10076867	NDA
54584	DISPLAY UNIT	GATEWAY 2000	700069EV	17004A478258	NDA
54601	PROCESSOR	GATEWAY 2000	NS7000	10088995	NDA
54610	PROCESSOR	MICRO X	MPD-300	46696	NDA
54640	DISPLAY UNIT	MICRON	M7F35MR	FM8165030	NDA
54662	PROCESSOR	HEWLETT PACKARD	C200	US68259272	NDA
54669	DISPLAY UNIT	HEWLETT PACKARD	A4575	JP82016704	NDA
54675	DISPLAY UNIT	HEWLETT PACKARD	A4575	JP82016707	NDA
54676	DISPLAY UNIT	HEWLETT PACKARD	A4575	JP82016696	NDA
54679	POWER SUPPLY	APC	SU1400NET	WS9645102632	UPS
54692	PROCESSOR	HEWLETT PACKARD	D5683N	US82852267	KAYAK XU PENTIUM PC
54693	PROCESSOR	HEWLETT PACKARD	D5683N	US82852276	KAYAK XU PENTIUM PC
54694	PROCESSOR	HEWLETT PACKARD	D5683N	US82852281	KAYAK XU PENTIUM PC
54695	PROCESSOR	HEWLETT PACKARD	D5683N	US82852278	KAYAK XU PENTIUM PC
54837	PROCESSOR	MICRON	P11266MT	13029460001	NDA
55319	PROCESSOR	DELL	KH35TS	187115514	NDA
55331	DISPLAY UNIT	MICRON	700VX	YA009833022872	NDA
55347	PROCESSOR	GATEWAY	E4200	11258265	NDA
55348	DISPLAY UNIT	GATEWAY	VX700	C808028319	NDA
55385	SERVER	COMPAQ	NMN	D838BSP10049	PROLIANT
55386	SERVER	COMPAQ	NMN	D838BSP10074	PROLIANT
55387	DISPLAY UNIT	COMPAQ	P110	831GC25KA822	21" MONITOR
55388	DISPLAY UNIT	COMPAQ	P110	831GC25KA753	21" MONITOR
55389	DISPLAY UNIT	COMPAQ	P110	831GC25KA827	21" MONITOR
55393	PROCESSOR	COMPAQ	61350-1	40BWS10642	PRO 800 COMPUTER
55420	DISPLAY UNIT	GATEWAY	7000957	17004A745616	NDA
55426	SERVER	COMPAQ	PL6000	D843BWN20194	NDA
55429	DISPLAY UNIT	COMPAQ	V55	844BF28DF839	15" MONITOR
55434	PROCESSOR	COMPAQ	61350-1	10056	NDA
55436	PROCESSOR	COMPAQ	61350-1	10272	NDA
55445	DISPLAY UNIT	COMPAQ	NMN	826CA41TB423	NDA
55446	DISPLAY UNIT	COMPAQ	NMN	821CA41TB008	NDA
55461	PROCESSOR	THINKMATE	A500ATX	98112510	NDA

55463	PROCESSOR	HEWLETT PACKARD	D7306A	US84511200	NDA
55464	PROCESSOR	COMPAQ	P5050	1X8ABYF2K07E	NDA
55473	DISPLAY UNIT	PRINCETON	E0710	KHAX3911660	17" MONITOR
55474	DISPLAY UNIT	PRINCETON	E0710	KHAX3911607	17" MONITOR
55492	DISPLAY UNIT	PRINCETON	E0710	KNAX4715295	NDA
55518	CALCULATING MACHINE	ROYAL	770HD	NSN	EZ-VUE
55673	PROCESSOR	THINKMATE	CN8DMM9330	99011299	NDA
55708	PROCESSOR	DELL	H3255	211291547	LAPTOP COMPUTER
55727	PROCESSOR	GATEWAY	1001513	12783117	NDA
55746	PRINTER	HEWLETT PACKARD	C4120A	USEC00622	LASERJET400N
55747	PRINTER	HEWLETT PACKARD	C4120A	USCX035784	LASERJET400N
55749	PRINTER	HEWLETT PACKARD	C4172A	USBB011654	LASERJET210DTN
55751	PRINTER	HEWLETT PACKARD	C39822	USDF027708	LASERJET6MP
55752	PRINTER	HEWLETT PACKARD	C39822	USDQ001129	LASERJET6MP
55759	DISPLAY UNIT	PRINCETON	ULTRA72-A	LCAX5300606	NDA
55765	PROCESSOR	COMPAQ	C5601004	6847CCP4A496	NDA
55902	PROCESSOR	CYBERMAX	FTNA7350BB1	700882546	NDA
56068	PROCESSOR	COMPAQ	6450X	2A034	NDA
56070	PROCESSOR	COMPAQ	6450X	2A089	NDA
56072	PROCESSOR	COMPAQ	6450X	2A055	NDA..
56073	DISPLAY UNIT	COMPAQ	5700	SB612	NDA
56074	DISPLAY UNIT	COMPAQ	5700	SB655	NDA
56075	DISPLAY UNIT	COMPAQ	5700	SB440	NDA
56081	PROCESSOR	CYBERMAX	PII 400	5001980425	PENTIUM II 400
56092	DISPLAY UNIT	COMPAQ	V75	910CF47FA390	NDA
56093	DISPLAY UNIT	COMPAQ	V75	910CF47FA389	NDA
56096	PROCESSOR	CYBERMAX	PII 400	5001980422	NDA
56097	PROCESSOR	CYBERMAX	PII 400	5001980424	NDA
56101	PROCESSOR	CYBERMAX	PII 400	5001980429	NDA
56102	PROCESSOR	CYBERMAX	PII 400	5001980423	NDA
56106	DISPLAY UNIT	CYBERMAX	AT897C	108190401953	NDA
56118	PROCESSOR	GATEWAY	E4200	13975809	MINITOWER
56126	PROCESSOR	GATEWAY	E4200	14000224	NDA
56152	PROCESSOR	QUANTUM	MGP2XBL64	99060066	NDA
56160	PROCESSOR	QUANTUM	MGP2XBL128	99060062	NDA
56162	PROCESSOR	QUANTUM	MGP2XBL128	99060064	NDA
56176	DISPLAY UNIT	MICRON	MNN1087	56533	NDA
56179	DISPLAY UNIT	MICRON	MNN1087	56536	NDA
56196	DISPLAY UNIT	KDS	VS21E	592003681	21"
56201	PLOTTER	HEWLETT PACKARD	C4716A	SG91B11082	DESIGN JET 450C SIZE 36" COLOR INKJET PLOTTER
56239	PROCESSOR	DELL	610	1F3KH	PRECISION COMPUTER
56240	PROCESSOR	DELL	610	1F3KF	PRECISION COMPUTER
56241	PROCESSOR	DELL	610	1F3L4	PRECISION COMPUTER
56242	PROCESSOR	DELL	610	1F3KB	PRECISION COMPUTER
56244	PROCESSOR	APEX	366A	783	CELERON COMPUTER
56262	PROCESSOR	HEWLETT PACKARD	D9000E	US92622907	VECTRA
56276	PROCESSOR	COMPAQ	DP6450	3928BZM26005	DESKPRO
56286	DISPLAY UNIT	CTX	VL500	16390410547	14"
56289	DISPLAY UNIT	CTX	VL500	1G390410550	14"
56365	CAMERA	OLYMPUS	C2000	54540574	C2000 ZOOM DIGITAL CAMERA
56403	PRINTER	HEWLETT PACKARD	C4253A	USBB037894	LASERJET 4050N
56488	PROCESSOR	COMPAQ	348710-002	D931CDC10133	PROLIANT SYSTEM
56705	PROCESSOR	DELL	VC550T	5UXJL	NDA
56736	PROCESSOR	COMPAQ	6450X	6923CD64C441	DESKPRO
56737	PROCESSOR	COMPAQ	6450X	6923CD64B361	DESKPRO
56739	DISPLAY UNIT	COMPAQ	P75	933CA45TA446	NDA
56741	CD/DUPER	MEDIAFORM	CD3702	37021206	8X SMART DRIVES
56743	PRINTER	HEWLETT PACKARD	C6409A	MY920191DY	DESKJET PRINTER
56745	DISPLAY UNIT	NEC	JC1739VMW	9606735YA	NDA
56785	POWER SUPPLY	APC	SU1400NET	Q59929213490	NDA
56805	PRINTER	HEWLETT PACKARD	C64298	MX98K1FOV9	DESKJET 970CSE



56806	PRINTER	HEWLETT PACKARD	C64298	MX98K1FOTF	DESKJET 970CSE
56811	DISPLAY UNIT	NEC	JC1739VMW	9702637YA	NDA
56821	PROCESSOR	COMPAQ	P550	6939CR24K101	P550 MHZ SCSI 9GB
56834	PROCESSOR	GATEWAY	E-4200	15583304	NDA
56835	PROCESSOR	GATEWAY	E-4200	15583306	NDA
56836	DISPLAY UNIT	GATEWAY	EV-700	MIA8J8428105	17" MONITOR
56837	DISPLAY UNIT	GATEWAY	EV-700	MIA8J8427610	17" MONITOR
56838	DISPLAY UNIT	GATEWAY	EV-700	MIA8J8421421	17" MONITOR
56849	PROCESSOR	GATEWAY	E-4200	15583289	NDA
56855	PROCESSOR	GATEWAY	E-4200	15583266	NDA
56861	DISPLAY UNIT	GATEWAY	EV-700	427493	17" MONITOR
56865	DISPLAY UNIT	GATEWAY	EV-700	428108	17" MONITOR
56866	DISPLAY UNIT	GATEWAY	EV-700	428112	17" MONITOR
56877	PROCESSOR	GATEWAY	E-4200	15583255	NDA
56878	PROCESSOR	GATEWAY	E-4200	15583265	NDA
56880	PROCESSOR	GATEWAY	E-4200	15583258	NDA
56881	PROCESSOR	GATEWAY	E-4200	15583246	NDA
56883	PROCESSOR	GATEWAY	E-4200	15583245	NDA
56887	PROCESSOR	GATEWAY	E-4200	15583254	NDA
56888	PROCESSOR	GATEWAY	E-4200	15583243	NDA
56892	PROCESSOR	GATEWAY	E-4200	15583239	NDA
56894	PROCESSOR	GATEWAY	E-4200	15583264	NDA
56895	PROCESSOR	GATEWAY	E-4200	15583261	NDA
56915	SERVER	COMPAQ	PL5500	939CQZ2K074	NDA
56918	DISPLAY UNIT	COMPAQ	V500	922BF28UA560	17" MONITOR
56925	DISPLAY UNIT	GATEWAY	EV-700	MIA8J8428103	17" MONITOR
56926	DISPLAY UNIT	GATEWAY	EV-700	MIA8J8428101	17" MONITOR
56927	DISPLAY UNIT	GATEWAY	EV-700	MIA8J8449442	17" MONITOR
56930	DISPLAY UNIT	GATEWAY	EV-700	MIA8J8428092	17" MONITOR
56931	DISPLAY UNIT	GATEWAY	EV-700	MIA8J8428090	17" MONITOR
56933	DISPLAY UNIT	GATEWAY	EV-700	MIA8J8428089	17" MONITOR
56934	DISPLAY UNIT	GATEWAY	EV-700	MIA8J8428086	17" MONITOR
56937	DISPLAY UNIT	GATEWAY	EV-700	MIA8J8428087	17" MONITOR
56938	DISPLAY UNIT	GATEWAY	EV-700	MIA8J8448792	17" MONITOR
56939	DISPLAY UNIT	GATEWAY	EV-700	MIA8J8448791	17" MONITOR
56940	DISPLAY UNIT	GATEWAY	EV-700	MIA8J8448785	17" MONITOR
56941	DISPLAY UNIT	GATEWAY	EV-700	MIA8J8450202	17" MONITOR
56942	DISPLAY UNIT	GATEWAY	EV-700	MIA8J8449519	17" MONITOR
56944	DISPLAY UNIT	GATEWAY	EV-700	MIA8J8449515	17" MONITOR
56974	PROCESSOR	GATEWAY	E-4200	15583253	NDA
56976	PROCESSOR	GATEWAY	E-4200	15583262	NDA
56980	PROCESSOR	GATEWAY	E-4200	15583256	NDA
56982	PROCESSOR	GATEWAY	E-4200	15583281	NDA
56983	PROCESSOR	GATEWAY	E-4200	15583279	NDA
56984	PROCESSOR	GATEWAY	E-4200	15583288	NDA
56987	PROCESSOR	GATEWAY	E-4200	15583270	NDA
56990	PROCESSOR	GATEWAY	E-4200	15583252	NDA
56992	PROCESSOR	GATEWAY	E-4200	15583269	NDA
56993	PROCESSOR	GATEWAY	E-4200	15583291	NDA
56994	PROCESSOR	GATEWAY	E-4200	15583283	NDA
56995	PROCESSOR	GATEWAY	E-4200	15583292	NDA
57001	DISPLAY UNIT	GATEWAY	EV-700	MIA8J8449517	17" MONITOR
57003	DISPLAY UNIT	GATEWAY	EV-700	MIA8J8449528	17" MONITOR
57004	DISPLAY UNIT	GATEWAY	EV-700	MIA8J8449530	17" MONITOR
57009	DISPLAY UNIT	GATEWAY	EV-700	MIA8J8449529	17" MONITOR
57010	DISPLAY UNIT	GATEWAY	EV-700	MIA8J8450203	17" MONITOR
57017	DISPLAY UNIT	GATEWAY	EV-700	MIA8J8449476	17" MONITOR
57020	DISPLAY UNIT	GATEWAY	EV-700	MIA8J8449814	17" MONITOR
57023	DISPLAY UNIT	GATEWAY	EV-700	MIA8J8449812	17" MONITOR
57025	DISPLAY UNIT	GATEWAY	EV-700	MIA8J8449473	17" MONITOR
57290	PRINTER	HEWLETT PACKARD	C4253A	USBC051434	LASERJET
57299	PROCESSOR	DELL	PE1300	BMYPE	NDA

57300	PROCESSOR	DELL	610	9VUXU	PRECISION W/S
57303	PROCESSOR	HEWLETT PACKARD	A4985A	US19477987	B1000
57305	PROCESSOR	HEWLETT PACKARD	A4985A	US19488989	B1000
57309	PROCESSOR	HEWLETT PACKARD	A4985A	US19478242	B1000
57322	PROCESSOR	HEWLETT PACKARD	A4985A	US19488850	B1000
57325	PROCESSOR	DELL	610	9VUXW	PRECISION W/S
57326	DISPLAY UNIT	DELL	5322D	AYK9	NDA
57328	PROCESSOR	HEWLETT PACKARD	A4986A	US19477210	C3000 COMPUTER
57354	PROCESSOR	HEWLETT PACKARD	A4986A	US19488919	C3000 COMPUTER
57375	PROCESSOR	DELL	PE1300	C8F16	NDA
57504	PROCESSOR	COMPAQ	NMN	NSN	PROLIANT
57525	PROCESSOR	DELL	PW210-600	CL5MF	PENTIUM III 600 MHZ
57526	PROCESSOR	DELL	PW210-600	CL5JH	PENTIUM III 600 MHZ
57527	PROCESSOR	DELL	PW210-600	CL5JP	PENTIUM III 600 MHZ
57528	PROCESSOR	DELL	PW210-600	CL5JQ	PENTIUM III 600 MHZ
57529	PROCESSOR	DELL	PW210-600	CL5JM	PENTIUM III 600 MHZ
57530	PROCESSOR	DELL	PW210-600	CL5JL	PENTIUM III 600 MHZ
57531	DISPLAY UNIT	DELL	P780	CCXBRB9	NDA
57533	DISPLAY UNIT	DELL	P780	CCXBTB9	NDA
57534	DISPLAY UNIT	DELL	P780	CCXBSB9	NDA
57535	DISPLAY UNIT	DELL	P780	CCXBUB9	NDA
57536	DISPLAY UNIT	DELL	P780	CCXBB9	NDA
57638	PROCESSOR	GATEWAY	GP7-500	17548528	TOWER COMPUTER
57642	PROCESSOR	GATEWAY	GP7-500	17548537	TOWER COMPUTER
57648	PROCESSOR	GATEWAY	GP7-500	17548531	TOWER COMPUTER
57651	DISPLAY UNIT	GATEWAY	EV-910	38939	18" MONITOR
57656	DISPLAY UNIT	GATEWAY	EV-910	36088	18" MONITOR
57657	DISPLAY UNIT	GATEWAY	EV-910	1534	18" MONITOR
57665	DISPLAY UNIT	GATEWAY	EV-910	14318	18" MONITOR
57667	DISPLAY UNIT	GATEWAY	EV-910	147291	18" MONITOR
57689	PROCESSOR	GATEWAY	GP7-500	17548502	TOWER COMPUTER
57694	PROCESSOR	GATEWAY	GP7-500	17548525	TOWER COMPUTER
57695	PROCESSOR	COMPAQ	P550	6006CR2313330	NDA
57706	DISPLAY UNIT	GATEWAY	EV-910	190160038957	18" MONITOR
57712	DISPLAY UNIT	GATEWAY	EV-910	190160016171	18" MONITOR
57725	PRINTER	HEWLETT PACKARD	C4215A	USDF012503	8100N PRINTER
57730	POWER SUPPLY	APC	SU1400NET	QS9940123576	BACKUP UNIT
57779	DISPLAY UNIT	GATEWAY	EV910	77548514	REPLACED TAG # 57653 BROKEN MONITOR
57789	DISPLAY UNIT	GATEWAY	VX700	P002226922	NDA
57912	DISPLAY UNIT	COMPAQ	NMN	005CA45VC174	NDA
57913	DISPLAY UNIT	COMPAQ	P700	005CA45VC196	TRINITRON
57945	PROCESSOR	GATEWAY	E5200-600	18358964	PENTIUM III 128 MB RAM
57948	DISPLAY UNIT	GATEWAY	VX900	V0D083698	NDA
57950	PROCESSOR	GATEWAY	E5200-600	18358970	PENTIUM III 256 MB RAM
57969	SERVER	COMPAQ	ML350	D012DD51K200	PROLIANT G1
57978	PROCESSOR	DELL	PE-6300	HI1K0	POWEREDGE SERVER
57979	PROCESSOR	DELL	PE-6300	HI1JX	POWEREDGE SERVER
57980	PROCESSOR	DELL	PE-6300	HI1K1	POWEREDGE SERVER
57981	PROCESSOR	DELL	PE-6300	HI1K5	POWEREDGE SERVER
57983	PROCESSOR	DELL	PE-6300	HI1K3	POWEREDGE SERVER
57984	DISPLAY UNIT	DELL	M570	B80M	15" MONITOR
57986	DISPLAY UNIT	DELL	M570	B816	15" MONITOR
57987	DISPLAY UNIT	DELL	M570	B814	15" MONITOR
57988	DISPLAY UNIT	DELL	M570	B7JM	15" MONITOR
57989	DISPLAY UNIT	DELL	M570	B7FA	15" MONITOR
57990	POWER SUPPLY	APC	SU1400BX	8797	UPS SYSTEM
57991	POWER SUPPLY	APC	SU1400BX	8868	UPS SYSTEM
57992	POWER SUPPLY	APC	SU1400BX	8819	UPS SYSTEM
57993	POWER SUPPLY	APC	SU1400BX	8886	UPS SYSTEM
57994	POWER SUPPLY	APC	SU1400BX	8808	UPS SYSTEM
57995	POWER SUPPLY	APC	SU1400BX	8824	UPS SYSTEM

58006	DOCKING STATION	OMNIVIEW	F1D1040SD	3993820322	PRO 4 PORT
58021	SERVER	COMPAQ	ML530T01	D014CYN1K123	NDA
58041	POWER SUPPLY	APC	SU2200NET	US001008602	UPS
58102	DISPLAY UNIT	DELL	P780X	MX06271R	16" MONITOR
58114	DISPLAY UNIT	MICRON	RM07R11	9147R1H57988	17" MONITOR REPLACEMENT FOR TAG# 56200 RETURNED TO VENDOR.
58119	DISPLAY UNIT	GATEWAY	E7006	MIABJ4186263	NDA
58218	PROCESSOR	THINKMATE	NMN	53697	NDA
58219	DISPLAY UNIT	COMPAQ	P75	821CA41TA422	17" MONITOR
58220	DISPLAY UNIT	COMPAQ	S700	914CD61SC477	17" MONITOR
58221	DISPLAY UNIT	COMPAQ	NMN	00FA05PA236	REPLACEMENT FOR TAG # 57727
58234	PRINTER	HEWLETT PACKARD	970C	SMY02C1603K	SEPRO DESKJET PRINTER
58236	PRINTER	HEWLETT PACKARD	C6429B	MY02B170W6	DESKJET 970CSE
58238	FACSIMILE SET	HEWLETT PACKARD	FAX920	SMY01JE2295TA	NDA
58239	DISPLAY UNIT	COMPAQ	S700	905CD34SC380	NDA
58240	SCANNER	HEWLETT PACKARD	C5190	MX84813JZJ	SCANJET ADF
58241	DISPLAY UNIT	COMPAQ	S700	905CD34SC191	NDA
58242	PROCESSOR	COMPAQ	P450	6906CH62A187	PROSIGNIA DESKTOP
58243	FACSIMILE SET	BROTHER	MFC7000FC	L73781648	COLOR PRINT,COPY,SCAN
58244	PRINTER	HEWLETT PACKARD	970C	SMY02B1613H	SEPRO DESKJET PRINTER
58264	TAPE DRIVE	HEWLETT PACKARD	C5726A	US94601465	SURESTORE DLT80E
58372	PROCESSOR	DELL	4100/733	2292101	NDA
58404	DISPLAY UNIT	GATEWAY	VX720	P008120481	17" MONITOR
58427	DISPLAY UNIT	SAMSUNG	170MP	ML17H4UN804397K	17" FLAT PANEL MONITOR
58435	PROCESSOR	GATEWAY	ES-400	20345675	TRANSFER FROM THE FAA
58437	PROCESSOR	GATEWAY	ES-400	20345669	TRANSFER FROM THE FAA
58443	PROCESSOR	GATEWAY	ES-400	20345666	TRANSFER FROM THE FAA
58444	PROCESSOR	GATEWAY	ES-400	20345673	TRANSFER FROM THE FAA
58449	PROCESSOR	GATEWAY	ES-400	20345664	TRANSFER FROM FAA
58453	PROCESSOR	GATEWAY	ES-400	20345658	TRANSFER FROM FAA
58468	DISPLAY UNIT	GATEWAY	VX1120	3016033	22" MONITOR
58606	PROCESSOR	APEX	HX45A	02929051JK	NDA
58612	PROCESSOR	MICRON	MIL204	2552040001	NDA
58615	SCANNER	HEWLETT PACKARD	C7673A	SG9CM2718G	NDA
58668	PROCESSOR	HEWLETT PACKARD	B2000	SG03420307	NDA
58673	PROCESSOR	HEWLETT PACKARD	B2000	SG027220165	NDA
58675	DISPLAY UNIT	HEWLETT PACKARD	P910	HU03303601	19" MONITOR
58687	PROCESSOR	HEWLETT PACKARD	C3600	SG03520933	NDA
58724	DISPLAY UNIT	HEWLETT PACKARD	P910	HU03303839	19" MONITOR
58736	POWER SUPPLY	APC	S42200NET	WS0024004740	UPS
58737	POWER SUPPLY	APC	S42200NET	WS0024004742	UPS
58738	POWER SUPPLY	APC	S42200NET	WS0024004744	UPS
58748	PROCESSOR	ARCHER	TPS-AR	309104072	PERSONAL COMPUTER
58751	PROCESSOR	ARCHER	TPS-AR	309104042	PERSONAL COMPUTER
58753	PROCESSOR	ARCHER	TPS-AR	309104023	PERSONAL COMPUTER
58755	PROCESSOR	ARCHER	TPS-AR	309104055	PERSONAL COMPUTER
58756	PROCESSOR	ARCHER	TPS-AR	309104053	PERSONAL COMPUTER
58757	PROCESSOR	ARCHER	TPS-AR	309104048	PERSONAL COMPUTER
58761	PROCESSOR	ARCHER	TPS-AR	309104031	PERSONAL COMPUTER
58764	PROCESSOR	ARCHER	TPS-AR	309104044	PERSONAL COMPUTER
58765	PROCESSOR	ARCHER	TPS-AR	309104057	PERSONAL COMPUTER
58766	PROCESSOR	ARCHER	TPS-AR	309104028	PERSONAL COMPUTER
58775	PROCESSOR	ARCHER	TPS-AR	309104025	PERSONAL COMPUTER
58776	PROCESSOR	ARCHER	TPS-AR	309104034	PERSONAL COMPUTER
58781	PROCESSOR	ARCHER	TPS-AR	309104066	PERSONAL COMPUTER
58782	PROCESSOR	ARCHER	TPS-AR	309104022	PERSONAL COMPUTER
58784	PROCESSOR	ARCHER	TPS-AR	309104030	PERSONAL COMPUTER
58785	PROCESSOR	ARCHER	TPS-AR	309104045	PERSONAL COMPUTER
58788	PROCESSOR	ARCHER	YPS-AR	309104043	PERSONAL COMPUTER
58790	PROCESSOR	ARCHER	TPS-AR	309104070	PERSONAL COMPUTER
58794	PROCESSOR	ARCHER	TPS-AR	309104029	PERSONAL COMPUTER
58798	PROCESSOR	ARCHER	TPS-AR	309104040	NDA

58856	PROCESSOR	SONY	F540	3937381	VAIO NOTEBOOK LAPTOP
58858	PROCESSOR	SONY	F540	3937379	VAIO NOTEBOOK LAPTOP
58860	PROCESSOR	SONY	F540	3937303	VAIO NOTEBOOK LAPTOP
58896	PROCESSOR	COMPAQ	P3733	W041DYSZA377	NDA
58897	PROCESSOR	COMPAQ	P3733	W041DYSZA331	NDA
58898	POWER SUPPLY	COMPAQ	T2000	TS195A0980	BACKUP UPS
58901	DISPLAY UNIT	KDS	VS71	101034958	17" MONITOR
58907	DISPLAY UNIT	KDS	VS71	101034956	17" MONITOR
58908	DISPLAY UNIT	KDS	VS71	101034850	17" MONITOR
58909	DISPLAY UNIT	KDS	VS71	101034954	17" MONITOR
58910	DISPLAY UNIT	KDS	VS71	101034952	17" MONITOR
58911	DISPLAY UNIT	KDS	VS71	202042949	17" MONITOR
58912	DISPLAY UNIT	KDS	VS71	202042831	17" MONITOR
58914	DISPLAY UNIT	KDS	VS71	202042985	17" MONITOR
58916	DISPLAY UNIT	KDS	VS71	202042958	17" MONITOR
58917	DISPLAY UNIT	KDS	VS71	202042986	17" MONITOR
58918	DISPLAY UNIT	KDS	VS71	101034847	17" MONITOR
58919	DISPLAY UNIT	KDS	VS71	202042826	17" MONITOR
58920	DISPLAY UNIT	KDS	VS71	202042952	17" MONITOR
58921	DISPLAY UNIT	KDS	VS71	202042993	17" MONITOR
58923	DISPLAY UNIT	KDS	VS71	101033171	17" MONITOR
58924	DISPLAY UNIT	KDS	VS71	101033170	17" MONITOR
58926	DISPLAY UNIT	KDS	VS71	202043095	17" MONITOR
58928	DISPLAY UNIT	KDS	VS71	202042999	17" MONITOR
58931	DISPLAY UNIT	KDS	VS71	101033178	17" MONITOR
58933	DISPLAY UNIT	KDS	VS71	101034836	17" MONITOR
58934	DISPLAY UNIT	KDS	VS71	101034957	17" MONITOR
58935	DISPLAY UNIT	KDS	VS71	101034839	17" MONITOR
58936	DISPLAY UNIT	KDS	VS71	101034840	17" MONITOR
58937	DISPLAY UNIT	KDS	VS71	101034864	17" MONITOR
58938	DISPLAY UNIT	KDS	VS71	101034865	17" MONITOR
58940	DISPLAY UNIT	KDS	VS71	101034835	17" MONITOR
58941	DISPLAY UNIT	KDS	VS71	101034845	17" MONITOR
58943	DISPLAY UNIT	KDS	VS71	101034841	17" MONITOR
58944	DISPLAY UNIT	KDS	VS71	202047115	17" MONITOR
58946	DISPLAY UNIT	KDS	VS71	202047077	17" MONITOR
58996	PROCESSOR	ADVANTEC	4000	147212	NDA
59029	PROCESSOR	ARCHER	CPPIII-700F	401104443	PERSONAL COMPUTER
59032	PROCESSOR	ARCHER	CPPIII-700F	401104440	PERSONAL COMPUTER
59033	PROCESSOR	ARCHER	CPPIII-700F	401104450	PERSONAL COMPUTER
59038	PROCESSOR	ARCHER	CPPIII-700F	401104453	PERSONAL COMPUTER
59041	PROCESSOR	ARCHER	CPPIII-700F	401104445	PERSONAL COMPUTER
59044	DISPLAY UNIT	KDS	VS-71	16004987	17" MONITOR
59045	DISPLAY UNIT	KDS	VS-71	16005570	17" MONITOR
59046	DISPLAY UNIT	KDS	VS-71	16004989	17" MONITOR
59051	DISPLAY UNIT	KDS	16007098	16007098	17" MONITOR
59052	DISPLAY UNIT	KDS	VS-71	16007086	17" MONITOR
59053	DISPLAY UNIT	KDS	VS-71	16004986	17" MONITOR
59054	DISPLAY UNIT	KDS	VS-71	16004996	17" MONITOR
59055	DISPLAY UNIT	KDS	VS-71	16004997	17" MONITOR
59056	DISPLAY UNIT	KDS	VS-71	16004988	17" MONITOR
59057	DISPLAY UNIT	KDS	VS-71	16007097	17" MONITOR
59058	DISPLAY UNIT	KDS	VS-71	16007088	17" MONITOR
59059	DISPLAY UNIT	KDS	VS-71	16006679	17" MONITOR
59212	PROCESSOR	AT&T	1003	15-29534821	PENTIUM COMPUTER
59261	POWER SUPPLY	APC	BACK-UPS 450	B94124760043	NDA
59322	PROCESSOR	DELL	XPSP90D	4LF82	DESKTOP
59444	PRINTER	HEWLETT PACKARD	C2690A	SG060110PS	BUSINESS INKJET.
59471	SCANNER	FUJITSU	M4097D	4851	NDA
59562	DISPLAY UNIT	VIEWSONIC	PF775	DZ03601450	NDA
59568	DISPLAY UNIT	VIEWSONIC	PF775	DZ02600888	NDA
59569	PROCESSOR	THINKMATE	800E	122011	PENTIUM III 800E

59572	PROCESSOR	THINKMATE	800E	122017	PENTIUM III 800E
59615	PROCESSOR	GATEWAY	M1000	21690757	PRO COMPUTER
59616	DISPLAY UNIT	GATEWAY	EV-700	L1C04111229	17" MONITOR
59667	POWER SUPPLY	APC	SU1400NET	46311220	SMART-UPS 1400
59673	POWER SUPPLY	APC	SU1400NET	46311221	SMART-UPS 1400
59772	STORAGE UNIT	SUN MICROSYSTEM	XT3WG	103H25FA	D/DRIVE STORAGE UNIT
59775	PROCESSOR	COMPAQ	P3733	X103DYSZA554	PENTIUM III DESKPRO
59781	SERVER	DELL	PE4400	4YZZB01	POWER EDGE 4400 DUAL 866MHZ PIII
59782	DISPLAY UNIT	DELL	P991	4774111B40HW	19" MONITOR
59783	SERVER	DELL	PE4400	5YZZB01	POWER EDGE 4400 DUAL 866MHZ PIII
59784	DISPLAY UNIT	DELL	P991	4774111C50HW	19" MONITOR
59789	PROCESSOR	DELL	D4100	JZ83C01	DIMENSION 4100 933MHZ PIII
59791	PROCESSOR	DELL	D4100	G093C01	DIMENSION 4100 933MHZ PIII
59792	PROCESSOR	DELL	D4100	J093C01	DIMENSION 4100 933MHZ PIII
59793	PROCESSOR	DELL	D4100	6193C01	DIMENSION 4100 933MHZ PIII
59795	DISPLAY UNIT	DELL	P991	477410BVU40DC	19" MONITOR
59796	DISPLAY UNIT	DELL	P991	477410BU40DD	19" MONITOR
59859	PROCESSOR	THINKMATE	800E	112904	PENTIUM III
59860	DISPLAY UNIT	VIEWSONIC	P220F	40V003800250	22" MONITOR
59924	SERVER	COMPAQ	ML370	D050DKH1K187	NDA
59933	DISPLAY UNIT	VIEWSONIC	PF790	MU04800164	NDA
59956	PROCESSOR	GATEWAY	S5300XL	22306245	LAPTOP
59965	PROCESSOR	GATEWAY	S5300XL	22306235	LAPTOP
59967	PROCESSOR	GATEWAY	S5300XL	22306242	LAPTOP
59974	DOCKING STATION	GATEWAY	S9300	22323103	NDA
81846	DISPLAY UNIT	CTX	NMN	43301018	17"
82178	SERVER	HEWLETT PACKARD	D4208N	US64053868	VECTRA 6/200 SERVER
82179	SERVER	HEWLETT PACKARD	D4208N	US64053640	VECTRA 6/200 SERVER
82180	SERVER	HEWLETT PACKARD	D4208N	US64053862	VECTRA 6/200 SERVER
82185	SERVER	HEWLETT PACKARD	D4208N	US64053517	VECTRA 6/200 SERVER
90132	SERVER	DELL	MMP	G2866G	REPLACEMENT FOR TAG # 90073 NOT PUT IN SYSTEM DAMAGED
90144	PROCESSOR	DELL	D4100	34D3F01	NDA
90145	PROCESSOR	DELL	D4100	H3D3F01	NDA
90146	PROCESSOR	DELL	D4100	54D3F01	NDA
90147	PROCESSOR	DELL	D4100	14D3F01	NDA
90148	PROCESSOR	DELL	D4100	74D3F01	NDA
90149	DISPLAY UNIT	DELL	P991	0C450C7	19" MONITOR
90150	DISPLAY UNIT	DELL	P991	0C450C2	19" MONITOR
90151	DISPLAY UNIT	DELL	P991	0C450CA	19" MONITOR
90152	DISPLAY UNIT	DELL	P991	0C450C6	19" MONITOR
90153	DISPLAY UNIT	DELL	P991	0C450BD	19" MONITOR
90154	PROCESSOR	DELL	D4100	33W2F01	NDA
90155	DISPLAY UNIT	DELL	P991	0C550FC	19" MONITOR
90156	SERVER	DELL	PE4400	7KV3F01	NDA
90157	SERVER	DELL	PE4400	9KV3F01	NDA
90159	DISPLAY UNIT	DELL	P991	11H5DW2	19" MONITOR
90161	POWER SUPPLY	APC	DL1400	WS0105007294	UPS
90165	DISPLAY UNIT	DELL	P991	11H40Y0	19" MONITOR
90168	PROCESSOR	COMPAQ	ENC/P933	X110DYSZA430	DESKPRO PIII
90170	PROCESSOR	COMPAQ	ENC/P933	X110DYSZA431	DESKPRO PIII
90255	DISPLAY UNIT	VIEWSONIC	PF790	MU02800193	NDA
90269	PRINTER	HEWLETT PACKARD	C4224A	USPD017360	LASERJET 1100
90369	DISPLAY UNIT	GATEWAY 2000	MONO17004AAWW	MH2757171940	NDA
90405	DISPLAY UNIT	GATEWAY	700-069E	17004A680828	NDA
90456	PROCESSOR	COMPAQ	ENCP933	X114DYSZA124	DESKPRO COMPUTER
90502	PROCESSOR	COMPAQ	ENLP933	6113DYSZA349	NDA
90569	PROCESSOR	COMPAQ	ENC-P933	X122DYSZA923	NDA
90570	PROCESSOR	COMPAQ	ENC-P933	X122DYSZA922	NDA
90573	SERVER	COMPAQ	ML-370T	D119FKZ1K325	NDA

90578	HARD DRIVE	GREYSTONE	F-IDE-D105S	502122	DUPLICATOR
90579	PROCESSOR	TRADEMARK	MBCA7095	CA709510	NDA
90580	PROCESSOR	TRADEMARK	MBCA7095	CA70957	NDA
90583	PROCESSOR	TRADEMARK	MBCA7095	CA70952	NDA
90584	PROCESSOR	TRADEMARK	MBCA7095	CA709514	NDA
90586	PROCESSOR	TRADEMARK	MBCA7095	CA70956	NDA
90587	PROCESSOR	TRADEMARK	MBCA7095	CA70951	NDA
90588	PROCESSOR	TRADEMARK	MBCA7095	CA709513	NDA
90589	PROCESSOR	TRADEMARK	MBCA7095	CA70958	NDA
90591	PROCESSOR	TRADEMARK	MBCA7095	CA709515	NDA
90596	DISPLAY UNIT	KDS	VS7I	19014	17" MONITOR
90599	DISPLAY UNIT	KDS	VS7I	19091	17" MONITOR
90691	DISPLAY UNIT	KDS	VS7I	19089	17" MONITOR
90692	DISPLAY UNIT	KDS	VS7I	19020	17" MONITOR
90696	DISPLAY UNIT	KDS	VS7I	19088	17" MONITOR
90697	DISPLAY UNIT	KDS	VS7I	18970	17" MONITOR
90709	PRINTER	HEWLETT PACKARD	HPKPL08	USCD151637	LASERJET 6P PRINTER
90730	DISPLAY UNIT	COMPAQ	710T	1M15DGZK79F1	NDA
90752	PROCESSOR	DELL	DIM-L	JDK2P01	DIMENSION
90753	PROCESSOR	DELL	DIM-L	5FK2P01	DIMENSION
90755	DISPLAY UNIT	DELL	P991	15E3099	NDA
90759	DISPLAY UNIT	DELL	P991	15E309A	NDA
90781	PROCESSOR	DELL	DIM-L	61L2P01	DIMENSION
90782	PROCESSOR	DELL	DIM-L	F1L2P01	DIMENSION
90785	PROCESSOR	DELL	DIM-L	91L2P01	DIMENSION
90790	PROCESSOR	DELL	DIM-L	31L2P01	DIMENSION
90792	PROCESSOR	DELL	DIM-L	B1L2P01	DIMENSION
90811	PROCESSOR	COMPAQ	OO2060	3J16JFB31BAV	ARMADA E500 LAPTOP
90894	PROCESSOR	WINBOOK	WINBOOK SI	N10802103	LAPTOP
90996	DISPLAY UNIT	DELL	P991	15H3014	NDA
91006	DISPLAY UNIT	DELL	P991	15H307P	NDA
91021	SERVER	DELL	WHL	1XBNQ01	PRECISION 530
91022	SERVER	DELL	WHL	4XBNQ01	FOUND IN COMPUTER ROOM BLDG 4 ROOM 1 43
91023	SERVER	DELL	WHL	7XBNQ01	FOUND IN COMPUTER ROOM BLDG 4 ROOM 1 43
91024	DISPLAY UNIT	DELL	P991	MX094WRF4774116	NDA
91036	SCANNER	HEWLETT PACKARD	5300CSE	IN8480	NDA
91204	PROCESSOR	NORSEMAN	933	4620-12	NDA
91216	PROCESSOR	PANASONIC	CF-37	1HKYA01311	LAPTOP COMPUTER
91219	DISPLAY UNIT	KDS	VS7I	20060	NDA
91220	DISPLAY UNIT	KDS	VS7I	20067	NDA
91221	DISPLAY UNIT	KDS	VS7I	21120	NDA
91223	DISPLAY UNIT	KDS	VS7I	21098	NDA
91224	DISPLAY UNIT	KDS	VS7I	19902	NDA
91225	DISPLAY UNIT	KDS	VS7I	21110	NDA
91226	DISPLAY UNIT	KDS	VS7I	19945	NDA
91228	DISPLAY UNIT	KDS	VS7I	19958	NDA
91229	DISPLAY UNIT	KDS	VS7I	20073	NDA
91230	DISPLAY UNIT	KDS	VS7I	20066	NDA
91231	DISPLAY UNIT	KDS	VS7I	19951	NDA
91233	DISPLAY UNIT	KDS	VS7I	20121	NDA
91234	PROCESSOR	NORSEMAN	933	4620-18	NDA
91236	PROCESSOR	NORSEMAN	933	4620-2	NDA
91238	PROCESSOR	NORSEMAN	933	4620-17	NDA
91239	PROCESSOR	NORSEMAN	933	4620-19	NDA
91241	PROCESSOR	NORSEMAN	933	4620-20	NDA
91243	PROCESSOR	NORSEMAN	933	4620-4	NDA
91245	PROCESSOR	NORSEMAN	933	4620-5	NDA
91247	PROCESSOR	NORSEMAN	933	4620-7	NDA
91260	PROCESSOR	DELL	530	GDQ3V01	PRECISION WORKSTATION

91262	PROCESSOR	DELL	530	HDQ3V01	PRECISION WORKSTATION
91263	PROCESSOR	DELL	530	DDQ3V01	PRECISION WORKSTATION
91268	DISPLAY UNIT	DELL	P991	18M30WF	19" MONITOR
91286	DISPLAY UNIT	NEC	FE700	1875742NA	17" MONITOR
91297	PROCESSOR	MICRON	CN500G	3001447	933 MHZ PENTIUM III
91321	DISPLAY UNIT	KDS	AV-7TF	39052476	17" COLOR MONITOR
91336	PRINTER	HEWLETT PACKARD	C7087A	SJPPKE10362	4550N COLOR LASER PRINTER
91346	PROCESSOR	MICRON	CN500G	3001448	PENTIUM III
91347	PROCESSOR	MICRON	CN500G	3001457	PENTIUM III
91350	PROCESSOR	MICRON	CN500G	3001437	NDA
91351	PROCESSOR	MICRON	CN500G	3001439	NDA
91352	PROCESSOR	MICRON	CN500G	3001430	NDA
91353	PROCESSOR	MICRON	CN500G	3001444	NDA
91354	PROCESSOR	MICRON	CN500G	3001455	NDA
91355	PROCESSOR	MICRON	CN500G	3001416	NDA
91357	PROCESSOR	MICRON	CN500G	3001418	NDA
91358	PROCESSOR	MICRON	CN500G	3001419	NDA
91359	PROCESSOR	MICRON	CN500G	3001427	NDA
91360	PROCESSOR	MICRON	CN500G	3001467	NDA
91361	PROCESSOR	MICRON	CN500G	3001422	NDA
91362	PROCESSOR	MICRON	CN500G	3001438	NDA
91363	PROCESSOR	MICRON	CN500G	3001431	NDA
91364	PROCESSOR	MICRON	CN500G	3001466	NDA
91366	PROCESSOR	MICRON	CN500G	3001472	NDA
91368	PROCESSOR	MICRON	CN500G	3001469	NDA
91369	PROCESSOR	MICRON	CN500G	3001452	NDA
91370	PROCESSOR	MICRON	CN500G	3001468	NDA
91372	PROCESSOR	MICRON	CN500G	3001471	NDA
91375	PROCESSOR	MICRON	CN500G	3001426	NDA
91376	PROCESSOR	MICRON	CN500G	3001423	PENTIUM III
91377	PROCESSOR	MICRON	CN500G	3001428	PENTIUM III
91378	PROCESSOR	MICRON	CN500G	3001450	PENTIUM III
91379	PROCESSOR	MICRON	CN500G	3001463	PENTIUM III
91380	PROCESSOR	MICRON	CN500G	3001464	PENTIUM III
91381	PROCESSOR	MICRON	CN500G	3001440	PENTIUM III
91382	PROCESSOR	MICRON	CN500G	3001470	PENTIUM III
91384	PROCESSOR	MICRON	CN500G	3001465	PENTIUM III
91387	SERVER	DELL	1400SC	920SW01	NDA
91399	SCANNER	VISIONEER	8800	52F90C098479	NDA
91432	POWER SUPPLY	APC	SU2200NET	YS0129220013	BACKUP UNIT
91433	POWER SUPPLY	APC	SU2200NET	YS0129220012	BACKUP UNIT
91434	POWER SUPPLY	APC	SU2200NET	YS0129220014	BACKUP UNIT
91440	PRINTER	HEWLETT PACKARD	C4267A	JPBTM01275	8150N HI SPEED LASER PRINTER
91442	DISPLAY UNIT	KDS	AV-7TF	39052307	NDA
91443	DISPLAY UNIT	KDS	AV-7TF	39052522	NDA
91444	DISPLAY UNIT	KDS	AV-7TF	39052531	NDA
91445	DISPLAY UNIT	KDS	AV-7TF	39052477	NDA
91446	DISPLAY UNIT	KDS	AV-7TF	39052536	NDA
91448	DISPLAY UNIT	KDS	AV-7TF	39052786	NDA
91450	DISPLAY UNIT	KDS	AV-7TF	39052308	NDA
91451	DISPLAY UNIT	KDS	AV-7TF	39052475	NDA
91452	DISPLAY UNIT	KDS	AV-7TF	39052496	NDA
91453	DISPLAY UNIT	KDS	AV-7TF	39059351	NDA
91454	DISPLAY UNIT	KDS	AV-7TF	39052532	NDA
91455	DISPLAY UNIT	KDS	AV-7TF	39052293	NDA
91458	DISPLAY UNIT	KDS	AV-7TF	39056435	NDA
91459	DISPLAY UNIT	KDS	AV-7TF	39052302	NDA
91460	DISPLAY UNIT	KDS	AV-7TF	39052484	NDA
91461	DISPLAY UNIT	KDS	AV-7TF	39052294	NDA
91462	DISPLAY UNIT	KDS	AV-7TF	39059405	NDA
91464	DISPLAY UNIT	KDS	AV-7TF	39052544	NDA
91470	DISPLAY UNIT	KDS	AV-7TF	39052525	NDA

91471	DISPLAY UNIT	KDS	AV-7TF	39052526	NDA
91472	DISPLAY UNIT	KDS	AV-7TF	39052491	NDA
91473	DISPLAY UNIT	KDS	AV-7TF	39059436	NDA
91474	DISPLAY UNIT	KDS	AV-7TF	39059350	NDA
91475	DISPLAY UNIT	KDS	AV-7TF	39052457	NDA
91476	DISPLAY UNIT	KDS	AV-7TF	39059404	NDA
91477	DISPLAY UNIT	KDS	AV-7TF	39059440	NDA
91478	DISPLAY UNIT	KDS	AV-7TF	39059423	NDA
91481	DISPLAY UNIT	KDS	AV-7TF	39059432	NDA
91482	DISPLAY UNIT	KDS	AV-7TF	39059410	NDA
91589	DISPLAY UNIT	SAMSUNG	570STFT	CN15H1CRB03329	15" MONITOR
91680	DISPLAY UNIT	COMPAQ	PE1134	133GD43ND581	S920 COLOR MONITOR
91681	DISPLAY UNIT	COMPAQ	S920	131GD43ND491	NDA
91683	DISPLAY UNIT	COMPAQ	S920	131GD43ND580	NDA
91730	DISPLAY UNIT	GATEWAY	EV-910	19016B208419	REPLACEMENT FOR TAG # 57698
91739	SCANNER	HEWLETT PACKARD	C7715A	CN15EA0561	NDA
91742	DISPLAY UNIT	COMPAQ	P920	137GF70AA059	19" MONITOR
91753	PROCESSOR	DELL	C600	368F011	LAPTOP
91765	DISPLAY UNIT	SAMSUNG	570STFT	CN15H1ERA04070	15" MONITOR
91766	DISPLAY UNIT	GATEWAY	EV700AA	LIC13008256	NDA
91818	PROCESSOR	DELL	530	9RY1511	NDA
91841	PROCESSOR	DELL	14NYT	GTVM511	NDA
91850	PROCESSOR	DELL	14NYT	2B85611	NDA
91854	PROCESSOR	DELL	PE1500SC	HKPN511	NDA
91980	DISPLAY UNIT	KDS	RAD-7	1763BBC10000524	17 IN" MONITOR
92007	DISPLAY UNIT	HEWLETT PACKARD	A4576	1010644	21" MONITOR REPLACEMENT
92010	PROCESSOR	MICRON	N950	31126560001	LAPTOP
92013	PROCESSOR	DELL	D4400	CGXW811	NDA
92014	DISPLAY UNIT	DELL	P792	21Q50QT	17" MONITOR
92039	DISPLAY UNIT	VIEWSONIC	PF790	30L01500826	19" MONITOR
92060	PROCESSOR	COMPAQ	W4C	X210KCCZA014	NDA
92062	PROCESSOR	DELL	D4400	BQWCB11	NDA
92063	DISPLAY UNIT	DELL	P792	22B505Z	17" MONITOR
92081	PROCESSOR	MICRON	D845HV0D4	31346100001	NDA
92082	PROCESSOR	MICRON	D845HV0D4	31346110001	NDA
92087	DISPLAY UNIT	VIEWSONIC	E90F	20600207	19" MONITOR
92088	DISPLAY UNIT	VIEWSONIC	E90F	2060082	19" MONITOR
92096	DISPLAY UNIT	PROVIEW	PS910M	220522411	NDA
92097	DISPLAY UNIT	PROVIEW	PS910M	22091877	NDA
92098	DISPLAY UNIT	PROVIEW	PS910M	22091863	NDA
92099	DISPLAY UNIT	PROVIEW	PS910M	22051782	NDA
92103	PROCESSOR	THINKMATE	ATX601A	2040304	NDA
92105	PROCESSOR	THINKMATE	ATX601A	2040309	NDA
92106	PROCESSOR	THINKMATE	ATX601A	2040310	NDA
92107	DISPLAY UNIT	VIEWSONIC	P95F	20400540	NDA
92108	DISPLAY UNIT	VIEWSONIC	P95F	20400131	NDA
92110	DISPLAY UNIT	PROVIEW	PS910M	22091730	NDA
92111	DISPLAY UNIT	PROVIEW	PS910M	22051779	NDA
92112	DISPLAY UNIT	PROVIEW	PS910M	22091837	NDA
92113	DISPLAY UNIT	PROVIEW	PS910M	22091869	NDA
92114	PROCESSOR	ACER	VT7200D	296815	PENTIUM 4
92115	PROCESSOR	ACER	VT7200D	296816	PENTIUM 4
92116	PROCESSOR	ACER	VT7200D	296811	PENTIUM 4
92117	PROCESSOR	ACER	VT7200D	296804	PENTIUM 4
92118	PROCESSOR	ACER	VT7200D	296803	PENTIUM 4
92119	PROCESSOR	ACER	VT7200D	296813	PENTIUM 4
92120	PROCESSOR	ACER	VT7200D	296805	PENTIUM 4
92121	PROCESSOR	ACER	VT7200D	296802	PENTIUM 4
92134	PROCESSOR	ACER	VT7200D	296809AK	PENTIUM 4
92139	DISPLAY UNIT	PROVIEW	PS910M	22091728	NDA
92291	PROCESSOR	DELL	D4400	8WBNG11	NDA
92292	PROCESSOR	DELL	D4400	CG3MG11	NDA



92300	PROCESSOR	DELL	D4400	7654G11	NDA
92301	PROCESSOR	DELL	D4400	BYZWG11	NDA
92307	DISPLAY UNIT	DELL	P992	8D466	NDA
92308	PROCESSOR	DELL	4400	H4D1H11	NDA
92320	PROCESSOR	MICRON	325G	3237413	NDA
92321	PROCESSOR	MICRON	325G	3237408	NDA
92322	PROCESSOR	MICRON	325G	3237403	NDA
92323	PROCESSOR	DELL	4400	9Q61H11	NDA
92327	PROCESSOR	DELL	8200	5ZX9H11	NDA
92328	DISPLAY UNIT	DELL	P992	08D466	NDA
92332	PROCESSOR	ACER	VT7200D	121498659	NDA
92333	PROCESSOR	ACER	VT7200D	121498658	NDA
92334	PROCESSOR	ACER	VT7200D	121498663	NDA
92335	PROCESSOR	ACER	VT7200D	121498664	NDA
92336	PROCESSOR	ACER	VT7200D	121498672	NDA
92337	PROCESSOR	ACER	VT7200D	121498657	NDA
92338	PROCESSOR	ACER	VT7200D	121498661	NDA
92339	PROCESSOR	ACER	VT7200D	121498671	NDA
92341	SERVER	COMPAQ	ML530	D219FDY10006	NDA
92343	PROCESSOR	COMPAQ	D5	X219J4FZC508	NDA
92354	PROCESSOR	THINKPAD	B131	2043053	NDA
92355	PROCESSOR	THINKMATE	B131	2043054	NDA
92389	PROCESSOR	DELL	D4500	HBIWK11	NDA
92452	PROCESSOR	HEWLETT PACKARD	C3600	SG14320369	NDA
92501	PRINTER	LEXMARK	Z43	2200642770	COLOR PRINTER
92502	PRINTER	LEXMARK	Z3	22003642769	COLOR PRINTER
92586	PROCESSOR	MICRON	GX3	31997780001	LAPTOP
92666	PROCESSOR	ACER	VT7200DD	04EH00	PENTIUM 4
92667	PROCESSOR	ACER	VT7200DD	13EH00	PENTIUM 4
92668	PROCESSOR	ACER	VT7200DD	10EH00	PENTIUM 4
92669	PROCESSOR	ACER	VT7200DD	0AEH00	PENTIUM 4
92670	PROCESSOR	ACER	VT7200DD	0CEH00	PENTIUM 4
92672	PROCESSOR	ACER	VT7200DD	0EEH00	PENTIUM 4
92673	PROCESSOR	ACER	VT7200DD	01EH00	PENTIUM 4
92674	PROCESSOR	ACER	VT7200DD	11EH00	PENTIUM 4
92675	PROCESSOR	ACER	VT7200DD	07EH00	PENTIUM 4
92692	PROCESSOR	ACER	VT7200DD	08EH00	PENTIUM 4
92699	PROCESSOR	GATEWAY	BT0300	27349129	NDA
92769	PROCESSOR	ACER	VT7200D	11EH00	PENTIUM 4
92771	PROCESSOR	ACER	VT7200D	05EH00	PENTIUM 4
92772	PROCESSOR	ACER	VT7200D	0BEH00	PENTIUM 4
92773	PROCESSOR	ACER	VT7200D	17EH00	PENTIUM 4
92774	PROCESSOR	ACER	VT7200D	01EH00	PENTIUM 4
92778	PROCESSOR	ACER	VT7200D	0CEH00	PENTIUM 4
92779	PROCESSOR	ACER	VT7200D	12EH00	PENTIUM 4
92781	PROCESSOR	ACER	VT7200D	09EH00	PENTIUM 4
92782	PROCESSOR	ACER	VT7200D	18EH00	PENTIUM 4
92783	PROCESSOR	ACER	VT7200D	02EH00	PENTIUM 4
92784	PROCESSOR	ACER	VT7200D	15EH00	PENTIUM 4
92786	PROCESSOR	ACER	VT7200D	13EH00	PENTIUM 4
92787	PROCESSOR	ACER	VT7200D	02EH00	PENTIUM 4
92793	PROCESSOR	ACER	VT7200D	07EH00	PENTIUM 4
92855	FACSIMILE SET	BROTHER	2800	G2J517827	INTELLIFAX
92864	PROCESSOR	SUN	380050101	FT22930100	NDA
92865	SERVER	DELL	PE2600	2PRGV11	NDA
92872	PROCESSOR	COMPAQ	EVE	6X28KN82YIXE	NDA
92932	PROCESSOR	DELL	P530	555JW11	PRECISION 530 MINITOWER
92935	PROCESSOR	DELL	P530	165JW11	PRECISION 530 MINITOWER
92993	DISPLAY UNIT	NEC	LCD1850E	207245874	18" MONITOR
93043	SWITCH	OMNIVIEW	F1DA108T	3021715875	8 PORT KVM SWITCH PRO2
93058	PROCESSOR	ACER	VT7200D	6EH00	PENTIUM 4
93113	PROCESSOR	DELL	P4-340	DL07Z11	256 MB

93114	PROCESSOR	DELL	P4340	FLO7Z11	256 MB
93118	PROCESSOR	DELL	DHM	7LG7211	PRECISION 340
93119	PROCESSOR	DELL	P4-340	CLO7Z11	256 MB
93120	PROCESSOR	DELL	P4-340	6L07Z11	256 MB
93122	DISPLAY UNIT	DELL	P992	29R40E5	NDA
93131	DISPLAY UNIT	DELL	P922	29R40EF	NDA
93148	DISPLAY UNIT	DELL	P992	29J40U6	NDA
93150	DISPLAY UNIT	DELL	P992	29J40UG	NDA
93151	DISPLAY UNIT	DELL	P992	29J40UB	NDA
93154	DISPLAY UNIT	DELL	P992	29J40UE	NDA
93165	PROCESSOR	ACER	VT7200D	10000C	NDA
93168	PROCESSOR	ACER	VT7200D	100001	NDA
93169	PROCESSOR	ACER	VT7200D	100014	NDA
93170	PROCESSOR	ACER	VT7200D	100019	NDA
93171	PROCESSOR	ACER	VT7200D	100005	NDA
93173	PROCESSOR	ACER	VT7200D	100008	NDA
93174	PROCESSOR	ACER	VT7200D	100007	NDA
93175	PROCESSOR	ACER	VT7200D	100015	NDA
93176	PROCESSOR	ACER	VT7200D	100002	NDA
93177	PROCESSOR	ACER	VT7200D	100003	NDA
93178	PROCESSOR	ACER	VT7200D	100006	NDA
93179	PROCESSOR	ACER	VT7200D	100016	NDA
93180	PROCESSOR	ACER	VT7200D	10000F	NDA
93181	PROCESSOR	ACER	VT7200D	100004	NDA
93182	PROCESSOR	ACER	VT7200D	10000A	NDA
93183	PROCESSOR	ACER	VT7200D	10000E	NDA
93184	PROCESSOR	ACER	VT7200D	10000D	NDA
93185	PROCESSOR	ACER	VT7200D	100012	NDA
93186	PROCESSOR	ACER	VT7200D	100017	NDA
93187	PROCESSOR	ACER	VT7200D	10000B	NDA
93188	PROCESSOR	ACER	VT7200D	100018	NDA
93190	PROCESSOR	ACER	VT7200D	100013	NDA
93220	DISPLAY UNIT	DELL	E551	CN-095WUP	COLOR MONITOR
93226	SERVER	DELL	PE600	FL3F221	POWEREDGE
93227	PROCESSOR	SUN	650	SFT24440278	NDA
93260	PROCESSOR	PANASONIC	CF48	2LYUA11373	256 MB LAPTOP
93261	PROCESSOR	PANASONIC	CF48	2LYUA11371	256 MB LAPTOP
93262	PROCESSOR	PANASONIC	CF48	2LYUA11370	256 MB LAPTOP
93263	PROCESSOR	PANASONIC	CF48	2LYUA11368	256 MB LAPTOP
93264	PROCESSOR	PANASONIC	CF48	2LYUA11369	256 MB LAPTOP
93275	SERVER	COMPAQ	MV350T03	6J2CKZR1200K	PROLIANT ML350 G3 XEON
93276	DISPLAY UNIT	HEWLETT PACKARD	D2847	HU0092756	21" MONITOR REPLACEMENT FOR TAG #57313
93288	TAPE DRIVE	QUALSTAR	4222	2212079	NDA
93301	DISPLAY UNIT	KDS	XF-9C	1055	19" MONITOR
93302	DISPLAY UNIT	KDS	XF-9C	1836	19" MONITOR
93303	DISPLAY UNIT	KDS	XF-9C	1824	19" MONITOR
93304	DISPLAY UNIT	KDS	XF-9C	1047	19" MONITOR
93305	DISPLAY UNIT	KDS	XF-9C	1051	19" MONITOR
93306	DISPLAY UNIT	KDS	XF-9C	1053	19" MONITOR
93307	DISPLAY UNIT	KDS	XF-9C	1045	19" MONITOR
93308	DISPLAY UNIT	KDS	XF-9C	1048	19" MONITOR
93309	DISPLAY UNIT	KDS	XF-9C	2365	19" MONITOR
93310	DISPLAY UNIT	KDS	XF-9C	2364	19" MONITOR
93311	DISPLAY UNIT	KDS	XF-9C	2354	19" MONITOR
93312	DISPLAY UNIT	KDS	XF-9C	2338	19" MONITOR
93313	DISPLAY UNIT	KDS	XF-9C	2359	19" MONITOR
93314	DISPLAY UNIT	KDS	XF-9C	2360	19" MONITOR
93315	DISPLAY UNIT	KDS	XF-9C	2356	19" MONITOR
93317	DISPLAY UNIT	KDS	XF-9C	2357	19" MONITOR
93318	DISPLAY UNIT	KDS	XF-9C	2358	19" MONITOR
93319	DISPLAY UNIT	KDS	XF-9C	2344	19" MONITOR

93336	PRINTER	LEXMARK	Z55	130130272	COLOR PRINTER
93337	PRINTER	LEXMARK	Z55	160160913	COLOR PRINTER
93338	PRINTER	LEXMARK	Z55	150139662	COLOR PRINTER
93339	PRINTER	LEXMARK	Z55	150139670	COLOR PRINTER
93340	PRINTER	LEXMARK	Z55	160160889	COLOR PRINTER
93341	PRINTER	LEXMARK	Z55	150139663	COLOR PRINTER
93342	PRINTER	LEXMARK	Z55	150139664	COLOR PRINTER
93343	PRINTER	LEXMARK	Z55	160160899	COLOR PRINTER
93344	PRINTER	LEXMARK	Z55	150139661	COLOR PRINTER
93345	PRINTER	LEXMARK	Z55	150139665	COLOR PRINTER
93346	PRINTER	LEXMARK	Z55	150139669	COLOR PRINTER
93347	PRINTER	LEXMARK	Z55	160160896	COLOR PRINTER
93348	PRINTER	LEXMARK	Z55	160160915	COLOR PRINTER
93350	PRINTER	LEXMARK	Z55	160160912	COLOR PRINTER
93351	PRINTER	LEXMARK	Z55	160160890	COLOR PRINTER
93352	PRINTER	LEXMARK	Z55	150139668	COLOR PRINTER
93369	PRINTER	LEXMARK	Z55	1160167532	NDA
93370	PRINTER	LEXMARK	Z55	1160167522	NDA
93371	PRINTER	LEXMARK	Z55	1160158549	NDA
93372	PRINTER	LEXMARK	Z55	1160158550	NDA
93373	PRINTER	LEXMARK	Z55	1160167533	NDA
93375	PRINTER	LEXMARK	Z55	1160158547	NDA
93380	PROCESSOR	ACER	VT7200D	5EH00	PENTIUM 4
93381	PROCESSOR	ACER	VT7200D	17EH00	PENTIUM 4
93382	PROCESSOR	ACER	VT7200D	14EH00	PENTIUM 4
93383	PROCESSOR	ACER	VT7200D	16EH00	PENTIUM 4
93384	PROCESSOR	ACER	VT7200D	15EH00	PENTIUM 4
93386	PROCESSOR	ACER	VT7200D	11EH00	PENTIUM 4
93387	PROCESSOR	ACER	VT7200D	7EH00	PENTIUM 4
93389	PROCESSOR	ACER	VT7200D	12EH00	PENTIUM 4
93390	PROCESSOR	ACER	VT7200D	DEH00	PENTIUM 4
93391	PROCESSOR	ACER	VT7200D	3EH00	PENTIUM 4
93393	PROCESSOR	ACER	VT7200D	13EH00	PENTIUM 4
93394	PROCESSOR	ACER	VT7200D	AEH00	PENTIUM 4
93395	PROCESSOR	ACER	VT7200D	BEH00	PENTIUM 4
93396	PROCESSOR	ACER	VT7200D	1EH00	PENTIUM 4
93397	PROCESSOR	ACER	VT7200D	EEH00	PENTIUM 4
93399	PROCESSOR	ACER	VT7200D	9EH00	PENTIUM 4
93400	PROCESSOR	ACER	VT7200D	10EH00	PENTIUM 4
93425	DISPLAY UNIT	SAMSUNG	191T	GH19HCFW100887	19" LCD MONITOR
93437	POWER SUPPLY	APC	BP1400	B0306220996	BACKUP UNIT
93448	DISPLAY UNIT	HEWLETT PACKARD	D2847	F193808210	21" MONITOR
93450	SERVER	DELL	PE600SC	GCQDK21	POWEREDGE 2.4 GHZ/ 512 K CACHE
93451	PROCESSOR	DELL	P350	4M07K21	NDA
93457	PROCESSOR	DELL	P350	BL07K21	NDA
93470	DISPLAY UNIT	DELL	M992	2AIBU89	19" MONITOR
93472	SERVER	DELL	PE1600SC	6NSDK21	POWEREDGE 2.4 GHZ/512 KXEON
93473	DISPLAY UNIT	DELL	M782	32BBH9S	NDA
93513	AMPLIFIER	PLANTRONICS	M12	VM8606	CONTRACT # 00D00893 TASK ORDER # TO20001
93552	PRINTER	HEWLETT PACKARD	C3980A	USDH037822	LASERJET 6P
93567	AMPLIFIER	PLANTRONICS	M12	VM8724	CONTRACT # 00D00893 TASK ORDER # TO20001
93572	DISPLAY UNIT	KDS	VS-71	1745BAA21044336	17" MONITOR
93573	DISPLAY UNIT	KDS	VS-71	1292051776	17" MONITOR
93576	DISPLAY UNIT	DELL	M992	KR04N7364760226	19" MONITOR
93600	DISPLAY UNIT	PRINCETON	E0900F	OGAC1200383	19" MONITOR
93602	DISPLAY UNIT	PRINCETON	E0900F	OGAC1200375	19" MONITOR
93604	DISPLAY UNIT	PRINCETON	E0900F	OGAC1200380	19" MONITOR
93606	DISPLAY UNIT	PRINCETON	E0900F	OGAC1200384	19" MONITOR
93607	DISPLAY UNIT	PRINCETON	E0900F	OGAC1200434	19" MONITOR
93608	DISPLAY UNIT	PRINCETON	E0900F	OGAC1200376	19" MONITOR

93610	DISPLAY UNIT	PRINCETON	E0900F	OGAC1200385	19" MONITOR
93611	DISPLAY UNIT	PRINCETON	E0900F	PGAC1200455	19" MONITOR
93631	SERVER	DELL	600SC	DFYBN21	POWEREDGE
93641	PROCESSOR	COMPAQ	4700	USU3140FRX	NDA
93673	FACSIMILE SET	BROTHER	1270E	C3K995403	INTELLIFAX
93674	FACSIMILE SET	BROTHER	1270E	C3K995281	INTELLIFAX
93675	FACSIMILE SET	BROTHER	1270E	C3K995417	INTELLIFAX
93676	FACSIMILE SET	BROTHER	1270E	C3K995386	INTELLIFAX
93678	FACSIMILE SET	BROTHER	1270E	C3K995416	INTELLIFAX
93680	FACSIMILE SET	BROTHER	1270E	C3K995385	INTELLIFAX
93681	FACSIMILE SET	BROTHER	1270E	C3K994844	INTELLIFAX
93682	FACSIMILE SET	BROTHER	1270E	C3K995447	INTELLIFAX
93683	FACSIMILE SET	BROTHER	1270E	C3K995395	INTELLIFAX
93684	FACSIMILE SET	BROTHER	1270E	C3K995437	INTELLIFAX
93686	PROCESSOR	ACER	VT7500G	0FEH00	INTEL PENTIUM 4.2.4 GHZ, 256 MB
93687	PROCESSOR	ACER	VT7500G	0AEH00	INTEL PENTIUM 4.2.4 GHZ, 256 MB
93689	PROCESSOR	ACER	VT7500G	16EH00	INTEL PENTIUM 4.2.4 GHZ, 256 MB
93690	PROCESSOR	ACER	VT7500G	03EH00	INTEL PENTIUM 4.2.4 GHZ, 256 MB
93691	PROCESSOR	ACER	VT7500G	18EH00	INTEL PENTIUM 4.2.4 GHZ, 256 MB
93692	PROCESSOR	ACER	VT7500G	08EH00	INTEL PENTIUM 4.2.4 GHZ, 256 MB
93693	PROCESSOR	ACER	VT7500G	14EH00	INTEL PENTIUM 4.2.4 GHZ, 256 MB
93694	PROCESSOR	ACER	VT7500G	84EH00	INTEL PENTIUM 4.2.4 GHZ, 256 MB
93695	PROCESSOR	ACER	VT7500G	0EEH00	INTEL PENTIUM 4.2.4 GHZ, 256 MB
93696	PROCESSOR	ACER	VT7500G	1AEH00	INTEL PENTIUM 4.2.4 GHZ, 256 MB
93699	PROCESSOR	ACER	VT7500G	15EH00	INTEL PENTIUM 4.2.4 GHZ, 256 MB
93700	PROCESSOR	ACER	VT7500G	1CEH00	INTEL PENTIUM 4.2.4 GHZ, 256MB
93701	PROCESSOR	ACER	VT7500G	06EH00	INTEL PENTIUM 4.2.4 GHZ, 256MB
93703	PROCESSOR	ACER	VT7500G	12EH00	INTEL PENTIUM 4.2.4 GHZ, 256MB
93704	PROCESSOR	ACER	VT7500G	07EH00	INTEL PENTIUM 4.2.4 GHZ, 256MB
93705	PROCESSOR	ACER	VT7500G	11EH00	INTEL PENTIUM 4.2.4 GHZ, 256MB
93706	PROCESSOR	ACER	VT7500G	0DEH00	INTEL PENTIUM 4.2.4 GHZ, 256MB
93707	PROCESSOR	ACER	VT7500G	13EH00	INTEL PENTIUM 4.2.4 GHZ, 256MB
93708	PROCESSOR	ACER	VT7500G	02EH00	INTEL PENTIUM 4.2.4 GHZ, 256MB
93709	PROCESSOR	ACER	VT7500G	19EH00	INTEL PENTIUM 4.2.4 GHZ, 256MB
93710	PROCESSOR	ACER	VT7500G	10EH00	INTEL PENTIUM 4.2.4 GHZ, 256MB
93729	SERVER	SUN	V120	FF31130022	NDA
93741	PROCESSOR	COMPAQ	D510	USW31707NZ	COMPAQ EVO CMT P4-2.52 GHZ
93742	PROCESSOR	COMPAQ	D510	USW31707LX	COMPAQ EVO CMT P4-2.52 GHZ
93743	PROCESSOR	COMPAQ	D510	USW31707P5	COMPAQ EVO CMT P4-2.52 GHZ
93744	PROCESSOR	COMPAQ	D510	USW31707PR	COMPAQ EVO CMT P4-2.52 GHZ
93745	PROCESSOR	COMPAQ	D510	USW31707MW	COMPAQ EVO CMT P4-2.52 GHZ
93746	PROCESSOR	COMPAQ	D510	USW31707P7	COMPAQ EVO CMT P4-2.52 GHZ
93748	PROCESSOR	COMPAQ	D510	USW31707N7	COMPAQ EVO CMT P4-2.52 GHZ
93749	PROCESSOR	COMPAQ	D510	USW31707LZ	COMPAQ EVO CMT P4-2.52 GHZ
93750	PROCESSOR	COMPAQ	D510	USW31707MF	COMPAQ EVO CMT P4-2.52 GHZ
93751	PROCESSOR	COMPAQ	D510	USW31707PG	COMPAQ EVO CMT P4-2.52 GHZ
93752	PROCESSOR	COMPAQ	D510	USW31707N0	COMPAQ EVO CMT P4-2.52 GHZ
93753	PROCESSOR	COMPAQ	D510	USW31707PB	COMPAQ EVO CMT P4-2.52 GHZ
93754	PROCESSOR	COMPAQ	D510	USW31707PH	COMPAQ EVO CMT P4-2.52 GHZ
93755	PROCESSOR	COMPAQ	D510	USW31707PS	COMPAQ EVO CMT P4-2.52 GHZ
93756	PROCESSOR	COMPAQ	D510	USW31707NQ	COMPAQ EVO CMT P4-2.52 GHZ
93757	PROCESSOR	COMPAQ	D510	USW31707P3	COMPAQ EVO CMT P4-2.52 GHZ
93763	PRINTER	SAMSUNG	ML-1430	B5BW202024	LASER PRINTER
93775	PRINTER	HEWLETT PACKARD	C3980A	USCB0944644	LASERJET 6P
93820	SERVER	DELL	600SC	5DF9W21	POWEREDGE
93822	SERVER	COMPAQ	ML350	D324MFG50217	PROLIANT ML350 G3 XEON 2 SERVER
93823	SERVER	COMPAQ	ML350	D324MFG50212	PROLIANT ML350 G3 XEON 2 SERVER
93881	PROCESSOR	ACER	VT7500G	1DEH00	PERSONAL COMPUTER W/INTEL PENTIUM 4.2.4 GHZ
93882	PROCESSOR	ACER	VT7500G	6EH00	PERSONAL COMPUTER W/INTEL PENTIUM 4.2.4 GHZ
93883	PROCESSOR	ACER	VT7500G	9EH00	PERSONAL COMPUTER W/INTEL

					PENTIUM 4,2.4 GHZ
93884	PROCESSOR	ACER	VT7500	CEH00	PERSONAL COMPUTER W/INTEL PENTIUM 4,2.4 GHZ
93885	PROCESSOR	ACER	VT7500G	3EH00	PERSONAL COMPUTER W/INTEL PENTIUM 4,2.4 GHZ
93886	PROCESSOR	ACER	VT7500G	12EH00	PERSONAL COMPUTER W/INTEL PENTIUM 4,2.4 GHZ
93887	PROCESSOR	ACER	VT7500G	11EH00	PERSONAL COMUTER W/INTEL PENTIUM 4,2.4 GHZ
93889	PROCESSOR	ACER	VT7500G	16EH00	PERSONAL COMPUTER W/INTEL PENTIUM 4,2.4 GHZ
93890	PROCESSOR	ACER	VT7500G	1EEH00	PERSONAL COMPUTER W/INTEL PENTIUM 4,2.4 GHZ
93891	PROCESSOR	ACER	VT7500G	15EH00	PERSONAL COMPUTER W/INTEL PENTIUM 4,2.4 GHZ
93892	PROCESSOR	ACER	VT7500G	5EH00	PERSONAL COMPUTER W/INTEL PENTIUM 4,2.4 GHZ
93893	PROCESSOR	ACER	VT7500G	BEH00	PERSONAL COMPUTER W/INTEL PENTIUM 4,2.4 GHZ
93894	PROCESSOR	ACER	VT7500G	7EH00	PERSONAL COMPUTER W/INTEL PENTIUM 4,2.4 GHZ
93895	PROCESSOR	ACER	VT7500G	1EH00	PERSONAL COMPUTER W/INTEL PENTIUM 4,2.4 GHZ
93896	PROCESSOR	ACER	VT7500G	4EH00	PERSONAL COMPUTER W/INTEL PENTIUM 4,2.4 GHZ
93897	PROCESSOR	ACER	VT7500G	FEH00	PERSONAL COMPUTER W/INTEL PENTIUM 4,2.4 GHZ
93898	PROCESSOR	ACER	VT7500G	18EH00	PERSNOAL COMPUTER W/INTEL PENTIUM 4,2.4 GHZ
93899	PROCESSOR	ACER	VT7500G	10EH00	PERSONAL COMPUTER W/INTEL PENTIUM 4,2.4 GHZ
93900	PROCESSOR	ACER	VT7500G	DEH00	PERSONAL COMPUTER W/INTEL PENTIUM 4,2.4 GHZ
93935	DISPLAY UNIT	KDS	XF7G	811482	17" MONITOR
93936	DISPLAY UNIT	KDS	XF7G	641643	17" MONITOR
93937	DISPLAY UNIT	KDS	XF7G	72048	17" MONITOR
93938	DISPLAY UNIT	KDS	XF7G	71634	17" MONITOR
93939	DISPLAY UNIT	KDS	XF7G	72045	17" MONITOR
93940	DISPLAY UNIT	KDS	XF7G	811500	17" MONITOR
93942	DISPLAY UNIT	KDS	XF7G	641625	17" MONITOR
93943	DISPLAY UNIT	KDS	XF7G	641617	17" MONITOR
93944	DISPLAY UNIT	KDS	XF7G	641621	17" MONITOR
93955	PROCESSOR	COMPAQ	D51C	USC32309N9	NDA
93997	PROCESSOR	DELL	MP4	5FDM631	NDA
93998	PROCESSOR	DELL	MP4	JDDM631	NDA
94003	PROCESSOR	DELL	GX270T	6M2M631	NDA
94015	DISPLAY UNIT	DELL	E171FP	36GEX9L	17" MONITOR
94017	DISPLAY UNIT	DELL	E171FP	36GEX93	17" MONITOR
94018	DISPLAY UNIT	DELL	E171FP	36GEX9M	17" MONITOR
94021	PROCESSOR	DELL	MP4	4GDM631	NDA
94022	PROCESSOR	DELL	MP4	DGDM631	NDA
94023	PROCESSOR	DELL	MP4	8GDM631	NDA
94035	DISK DRIVE UNIT	IOMEGA	Z750USB	UGFP1382KX	750 ZIP DRIVE
94058	PRINTER	HEWLETT PACKARD	C9705A	CNGFB01350	LASERJET 2500L
94092	SERVER	COMPAQ	ML350	6J37KT4511075	PROLIANT
94114	PRINTER	HEWLETT PACKARD	Q2426A	USBNM17172	LASERJET 4200N
94117	DISPLAY UNIT	CTX	VL700	1G932001368	17" MONITOR
94118	DISPLAY UNIT	CTX	VL700	1G932001390	17" MONITOR
94119	DISPLAY UNIT	CTX	VL700	1G932002370	17" MONITOR
94122	DISPLAY UNIT	CTX	VL700	1G932001953	17" MONITOR
94124	DISPLAY UNIT	CTX	VL700	1G932002359	17" MONITOR
94126	DISPLAY UNIT	CTX	VL700	1G932002367	17" MONITOR
94128	DISPLAY UNIT	CTX	VL700	1G932002371	17" MONITOR
94129	DISPLAY UNIT	CTX	VL700	1G932002344	17" MONITOR
94132	DISPLAY UNIT	CTX	VL700	1G932002320	17" MONITOR

94158	PROCESSOR	NEXLINK	ATX	K0308055446	MINITOWER PENTIUM 2.4 GHZ
94159	PROCESSOR	NEXLINK	ATX	K0308055441	MINITOWER PENTIUM 2.4 GHZ
94160	PROCESSOR	NEXLINK	ATX	K0308055500	MINITOWER PENTIUM 2.4 GHZ
94161	PROCESSOR	NEXLINK	ATX	K0308055927	MINITOWER PENTIUM 2.4 GHZ
94163	PROCESSOR	NEXLINK	ATX	K0308055921	MINITOWER PENTIUM 2.4 GHZ
94164	PROCESSOR	NEXLINK	ATX	K0308055925	MINITOWER PENTIUM 2.4 GHZ
94165	PROCESSOR	NEXLINK	ATX	K0308055928	MINITOWER PENTIUM 2.4 GHZ
94166	PROCESSOR	NEXLINK	ATX	K0308055926	MINITOWER PENTIUM 2.4 GHZ
94167	PROCESSOR	NEXLINK	ATX	K0308055930	MINITOWER PENTIUM 2.4 GHZ
94168	PROCESSOR	NEXLINK	ATX	K0308055498	MINITOWER PENTIUM 2.4 GHZ
94169	PROCESSOR	NEXLINK	ATX	K0308055448	MINITOWER PENTIUM 2.4 GHZ
94170	PROCESSOR	NEXLINK	ATX	K0308055447	MINITOWER PENTIUM 2.4 GHZ
94171	PROCESSOR	NEXLINK	ATX	K0308055450	MINITOWER PENTIUM 2.4 GHZ
94172	PROCESSOR	NEXLINK	ATX	K0308055449	MINITOWER PENTIUM 2.4 GHZ
94173	PROCESSOR	NEXLINK	ATX	K0308055929	MINITOWER PENTIUM 2.4 GHZ
94174	PROCESSOR	NEXLINK	ATX	K0308055923	MINITOWER PENTIUM 2.4 GHZ
94178	PROCESSOR	NEXLINK	ATX	K0308055924	MINITOWER PENTIUM 2.4 GHZ
94180	PROCESSOR	NEXLINK	ATX	K0308055922	MINITOWER PENTIUM 2.4 GHZ
94181	PROCESSOR	NEXLINK	ATX	K0308055496	MINITOWER PENTIUM 2.4 GHZ
94182	PROCESSOR	NEXLINK	ATX	K0308055890	MINITOWER PENTIUM 2.4 GHZ
94184	PROCESSOR	NEXLINK	ATX	K0308055885	MINITOWER PENTIUM 2.4 GHZ
94185	PROCESSOR	NEXLINK	ATX	K0308055493	MINITOWER PENTIUM 2.4 GHZ
94186	PROCESSOR	NEXLINK	ATX	K0308055494	MINITOWER PENTIUM 2.4 GHZ
94187	PROCESSOR	NEXLINK	ATX	K0308055924	MINITOWER PENTIUM 2.4 GHZ
94190	PROCESSOR	NEXLINK	ATX	K0308055442	MINITOWER PENTIUM 2.4 GHZ
94200	DISK DRIVE	NONE	NMN	NSN	NDA
94201	PROCESSOR	SUN	ULTRE 60	813FC67F	NDA
94237	TYPEWRITER	IBM	6746	806423	TYPEWRITER ELECTRONIC, MODEL 6746-008
94257	CALCULATING MACHINE	CANON	P100-DH-II	2453286	DOC# 691380-3307-3101
94288	PROCESSOR	MICRON	SE440BX2-ATX	1722569-0001	CLIENTPRO
94333	SERVER	DELL	PE2600	55N0L31	NDA
94346	PAPER SHREDDER	FELLOWES	PS70-2	167036	STRIP CUT SHREDDER
94351	PROCESSOR	ACER	VT7500G	11EH00	MINITOWER PENTIUM 2.4 GHZ
94353	PROCESSOR	ACER	VT7500G	0FEH00	MINITOWER PENTIUM 2.4 GHZ
94354	PROCESSOR	ACER	VT7500G	03EH00	MINITOWER PENTIUM 2.4 GHZ
94357	PROCESSOR	ACER	VT7500G	13EH00	MINITOWER PENTIUM 2.4 GHZ
94358	PROCESSOR	ACER	VT7500G	0CEH00	MINITOWER PENTIUM 2.4 GHZ
94361	PROCESSOR	ACER	VT7500G	14EH00	MINITOWER PENTIUM 2.4 GHZ
94363	PROCESSOR	ACER	VT7500G	10EH00	MINITOWER PENTIUM 2.4 GHZ
94365	PROCESSOR	ACER	VT7500G	06EH00	MINITOWER PENTIUM 2.4GHZ
94367	PROCESSOR	ACER	VT7500G	0DEH00	MINITOWER PENTIUM 2.4 GHZ
94368	PROCESSOR	ACER	VT7500G	1FEH00	MINITOWER PENTIUM 2.4 GHZ
94369	PROCESSOR	ACER	VT7500G	0BEH00	MINITOWER PENTIUM 2.4 GHZ
94370	PROCESSOR	ACER	VT7500G	12EH00	MINITOWER PENTIUM 2.4 GHZ
94371	PROCESSOR	ACER	VT7500G	0EEH00	MINITOWER PENTIUM 2.4 GHZ
94372	PROCESSOR	ACER	VT7500G	01EH00	MINITOWER PENTIUM 2.4 GHZ
94373	PROCESSOR	ACER	VT7500G	07EH00	MINITOWER PENTIUM 2.4 GHZ
94375	PROCESSOR	ACER	VT7500G	1AEH00	MINITOWER PENTIUM 2.4 GHZ
94378	PROCESSOR	ACER	VT7500G	02EH00	MINITOWER PENTIUM 2.4 GHZ
94464	PRINTER	HEWLETT PACKARD	Q2426A	USGNS07576	4200 LASERJET B&W PRINTER
94480	PROCESSOR	TOSHIBA	A10-5129	Y3088066H	LAPTOP
94549	PROCESSOR	FUJITSU	ST4121	R3Z04708	TABLET PC
94626	PROCESSOR	PANASONIC	CF-50LB2	3KYUA07817	NDA
94628	PROCESSOR	PANASONIC	CF-50LB2	3KYUA07819	NDA
94629	PROCESSOR	PANASONIC	CF-50LB2	3KYUA07820	NDA
94630	PROCESSOR	PANASONIC	CF-50LB2	3KYUA07821	NDA
94631	PROCESSOR	PANASONIC	CF-50LB2	3KYUA07834	NDA
94632	PROCESSOR	PANASONIC	CF-50LB2	3KYUA07835	NDA
94633	PROCESSOR	PANASONIC	CF-50LB2	3KYUA07836	NDA
94634	PROCESSOR	PANASONIC	CF-50LB2	3KYUA07837	NDA
94635	PROCESSOR	PANASONIC	CF-50LB2	3KYUA07810	NDA

94699	PRINTER	CANON	BJC-85	XADT26822	BUBBLEJET
94714	DISPLAY UNIT	HEWLETT PACKARD	HP2025	CN351PA158	20" FLAT PANEL MONITOR
94755	SERVER	DELL	1300	6GW720B	POWEREDGE
94797	SERVER	DELL	MMP	1GW720B	RSPA TAG 97272
94801	PRINTER	CANON	BJC-85	XADT28660	BUBBLEJET
94802	PRINTER	CANON	BJC-85	XADT26821	BUBBLEJET
94804	PRINTER	CANON	BJC-85	XADT28657	BUBBLEJET
94805	PRINTER	CANON	BJC-85	XADT28655	BUBBLEJET
94809	PRINTER	CANON	BJC-85	XADT26814	BUBBLEJET
94810	PRINTER	CANON	BJC-85	XADT26074	BUBBLEJET
94813	PRINTER	CANON	BJC-85	XADT26072	BUBBLEJET
94814	PRINTER	CANON	BJC-85	XADT25976	BUBBLEJET
94816	PRINTER	CANON	BJC-85	XADT26812	BUBBLEJET
94842	DISPLAY UNIT	CTX	VL700	40102949	17" MONITOR
94846	DISPLAY UNIT	CTX	VL700	40102964	17" MONITOR
94847	DISPLAY UNIT	CTX	VL700	40102962	17" MONITOR
94848	DISPLAY UNIT	CTX	VL700	40102954	17" MONITOR
94849	DISPLAY UNIT	CTX	VL700	40102958	17" MONITOR
94850	DISPLAY UNIT	CTX	VL700	40102860	17" MONITOR
94851	DISPLAY UNIT	CTX	VL700	40102959	17" MONITOR
94852	DISPLAY UNIT	CTX	VL700	40102895	17" MONITOR
94854	DISPLAY UNIT	CTX	VL700	40102967	17" MONITOR
94855	DISPLAY UNIT	CTX	VL700	40102602	17" MONITOR
94856	DISPLAY UNIT	CTX	VL700	40102968	17" MONITOR
94857	DISPLAY UNIT	CTX	VL700	40102961	17" MONITOR
94858	DISPLAY UNIT	CTX	VL700	40102957	17" MONITOR
94860	DISPLAY UNIT	CTX	VL700	40102953	17" MONITOR
94881	PROCESSOR	HEWLETT PACKARD	D530C	USV40903TW	HP EVO D530 DESKTOP
94895	PROCESSOR	HEWLETT PACKARD	D530C	USV40903TF	HP EVO D530 DESKTOP
94917	PROCESSOR	HEWLETT PACKARD	D530C	USV40903TL	HP EVO D530 DESKTOP
94928	DISPLAY UNIT	HEWLETT PACKARD	V7550	CNG40200FS	17" CRT FLAT SCREEN
94932	DISPLAY UNIT	HEWLETT PACKARD	V7550	CNG40200FX	17" CRT FLAT SCREEN
94933	DISPLAY UNIT	HEWLETT PACKARD	V7550	CNG40200FG	17" CRT FLAT SCREEN
94936	DISPLAY UNIT	HEWLETT PACKARD	V7550	CNG352028D	17" CRT FLAT SCREEN
94939	DISPLAY UNIT	HEWLETT PACKARD	V7550	CNG3520278	17" CRT FLAT SCREEN
94944	DISPLAY UNIT	HEWLETT PACKARD	V7550	CNG3520271	17" CRT FLAT SCREEN
94946	DISPLAY UNIT	HEWLETT PACKARD	V7550	CNG3520279	17" CRT FLAT SCREEN
94950	DISPLAY UNIT	HEWLETT PACKARD	V7550	CNG40200BK	17" CRT FLAT SCREEN
94954	DISPLAY UNIT	HEWLETT PACKARD	V7550	CNG40200CH	17" CRT FLAT SCREEN
94962	DISPLAY UNIT	HEWLETT PACKARD	V7550	CNG40200BT	17" CRT FLAT SCREEN
94966	DISPLAY UNIT	HEWLETT PACKARD	V7550	CNG40200LB	17" CRT FLAT SCREEN
94973	DISPLAY UNIT	HEWLETT PACKARD	V7550	CNG40200MM	17" CRT FLAT SCREEN
94976	DISPLAY UNIT	HEWLETT PACKARD	V7550	CNG40200LP	17" CRT FLAT SCREEN
94980	DISPLAY UNIT	HEWLETT PACKARD	V7550	CNG40200LF	17" CRT FLAT SCREEN
94995	PRINTER	LEXMARK	15L0290	4430984930	NDA
94996	PRINTER	LEXMARK	15L0290	4430984938	NDA
94997	PRINTER	LEXMARK	15L0290	4430984932	NDA
94998	PRINTER	LEXMARK	15L0290	4430984935	NDA
94999	PRINTER	LEXMARK	150290	4430994626	NDA
95173	PROCESSOR	ACER	VT7200D	NSN	VERITRON
98000	PRINTER	LEXMARK	15L0290	4430984654	NDA
98003	PRINTER	LEXMARK	15L0290	4430994630	NDA
98004	PRINTER	LEXMARK	15L0290	4390862410	NDA
98005	PRINTER	LEXMARK	15L0290	4340862411	NDA
98006	PRINTER	LEXMARK	15L0290	4430994622	NDA
98007	PRINTER	LEXMARK	15L0290	4390862416	NDA
98008	PRINTER	LEXMARK	15L0290	4430994637	NDA
98009	PRINTER	ELEXMARK	15L0290	4430984631	NDA
98010	PRINTER	LEXMARK	15L0290	4430984934	NDA
98023	DISPLAY UNIT	HEWLETT PACKARD	P9609A	CNN4050GJC	17" MONITOR
98024	DISPLAY UNIT	HEWLETT PACKARD	P9609A	CNN4050GM2	17" MONITOR
98025	DISPLAY UNIT	HEWLETT PACKARD	P9609A	CNN4050G09	17" MONITOR

98026	DISPLAY UNIT	HEWLETT PACKARD	P9609A	CNN4050GJ7	17" MONITOR
98027	DISPLAY UNIT	HEWLETT PACKARD	P9609A	CNN4050GJD	17" MONITOR
98040	PROCESSOR	MICRON	TSP872	3658455	LAPTOP
98045	PROCESSOR	MICRON	TSP872	3658463	LAPTOP
98049	DISPLAY UNIT	SAMSUNG	191M	NB19HCHWB01652C	19" LCD MONITOR
98054	DISPLAY UNIT	SAMSUNG	191M	NB119HCHWB02048	19" LCD MONITOR
98082	PRINTER	EPSON	LQ-570E	CCBY192534	NDA
98083	PRINTER	EPSON	LQ-570E	CCBY192541	NDA
98108	DISPLAY UNIT	HEWLETT PACKARD	L2035	CNP412Y05Z	20" LCD MONITOR
98111	DISPLAY UNIT	HEWLETT PACKARD	L2035	CNP412Y060	20" LCD MONITOR
98115	DISPLAY UNIT	HEWLETT PACKARD	L2035	CNP412Y06F	20" LCD MONITOR
98116	DISPLAY UNIT	HEWLETT PACKARD	L2035	CNP412Y03N	20" LCD MONITOR
98117	DISPLAY UNIT	HEWLETT PACKARD	L2035	CNP412Y06L	LCD MONITOR
98118	DISPLAY UNIT	HEWLETT PACKARD	L2035	CNP412Y065	20" LCD MONITOR
98123	DISPLAY UNIT	HEWLETT PACKARD	L2035	CNP412Y078	20" LCD MONITOR
98125	DISPLAY UNIT	HEWLETT PACKARD	L2035	CNP412Y06R	20" LCD MONITOR
98126	DISPLAY UNIT	HEWLETT PACKARD	L2035	CNP412Y02Y	20" LCD MONITOR
98127	DISPLAY UNIT	HEWLETT PACKARD	L2035	CNP412Y063	20" LCD MONITOR
98130	DISPLAY UNIT	HEWLETT PACKARD	L2035	CNP412032	20" LCD MONITOR
98131	DISPLAY UNIT	HEWLETT PACKARD	L2035	CNP412Y06C	20" LCD MONITOR
98132	DISPLAY UNIT	HEWLETT PACKARD	L2035	CNP412Y097	20" LCD MONITOR
98133	DISPLAY UNIT	HEWLETT PACKARD	L2035	CNP4120GP	20" LCD MONITOR
98134	DISPLAY UNIT	HEWLETT PACKARD	L2035	CNP412Y02T	20" LCD MONITOR
98135	DISPLAY UNIT	HEWLETT PACKARD	L2035	CNP412Y030	20" LCD MONITOR
98137	DISPLAY UNIT	HEWLETT PACKARD	L2035	CNP412Y0BO	20" LCD MONITOR
98139	DISPLAY UNIT	HEWLETT PACKARD	L2035	CNP412Y09S	20" LCD MONITOR
98142	DISPLAY UNIT	HEWLETT PACKARD	L2035	CNP412Y09Z	20" LCD MONITOR
98143	DISPLAY UNIT	HEWLETT PACKARD	L2035	CNP412Y09R	20" LCD MONITOR
98144	DISPLAY UNIT	HEWLETT PACKARD	L2035	CNP412Y02Z	20" LCD MONITOR
98145	DISPLAY UNIT	HEWLETT PACKARD	L2035	CNP412Y0F2	20" LCD MONITOR
98146	DISPLAY UNIT	HEWLETT PACKARD	L2035	CNP412Y064	20" LCD MONITOR
98147	DISPLAY UNIT	HEWLETT PACKARD	L2035	CNP412Y054	20" LCD MONITOR
98148	PROCESSOR	HEWLETT PACKARD	XW8000	USV41702SC	DX754C WORKSTATION
98149	PROCESSOR	HEWLETT PACKARD	XW8000	USV41702SN	DX754C WORKSTATION
98152	PROCESSOR	HEWLETT PACKARD	XW8000	USV41702SH	DX754C WORKSTATION
98153	PROCESSOR	HEWLETT PACKARD	XW8000	USV41702RW	DX754C WORKSTATION
98154	PROCESSOR	HEWLETT PACKARD	XW8000	USV41702SX	DX754C WORKSTATION
98155	PROCESSOR	HEWLETT PACKARD	XW8000	USV41702SZ	DX754C WORKSTATION
98157	PROCESSOR	HEWLETT PACKARD	XW8000	USV41702SP	DX754C WORKSTATION
98158	PROCESSOR	HEWLETT PACKARD	XW8000	USV41702SG	DX754C WORKSTATION
98161	PROCESSOR	HEWLETT PACKARD	XW8000	USV41702TO	DX754C WORKSTATION
98163	PROCESSOR	HEWLETT PACKARD	XW8000	USV41702SD	DX754C WORKSTATION
98166	PROCESSOR	HEWLETT PACKARD	XW8000	USV41702S6	DX754C WORKSTATION
98168	PROCESSOR	HEWLETT PACKARD	XW8000	USV41702RT	DX754C WORKSTATION
98171	PROCESSOR	HEWLETT PACKARD	XW8000	USV41702SJ	DX754C WORKSTATION
98172	PROCESSOR	HEWLETT PACKARD	XW8000	USV41702SR	DX754C WORKSTATION
98175	PROCESSOR	HEWLETT PACKARD	XW8000	USV41702SB	DX754C WORKSTATION
98176	PROCESSOR	HEWLETT PACKARD	XW8000	USV41702RZ	DX754C WORKSTATION
98177	PROCESSOR	HEWLETT PACKARD	XW8000	USV41702RY	DX754C WORKSTATION
98178	PROCESSOR	HEWLETT PACKARD	XW8000	USV41702RR	DX754C WORKSTATION
98179	PROCESSOR	HEWLETT PACKARD	XW8000	USV41702S1	DX754C WORKSTATION
98180	PROCESSOR	HEWLETT PACKARD	XW8000	USV41702SS	DX754C WORKSTATION
98181	PROCESSOR	HEWLETT PACKARD	XW8000	USV41702S7	DX754C WORKSTATION
98183	PROCESSOR	HEWLETT PACKARD	XW8000	USV41702RS	DX754C WORKSTATION
98185	PROCESSOR	HEWLETT PACKARD	XW8000	USV41702RV	DX754C WORKSTATION
98186	PROCESSOR	HEWLETT PACKARD	XW8000	USV41702SV	DX754C WORKSTATION
98298	SERVER	DELL	1300	7GW720B	RSPA TAG # 43491
98300	PROCESSOR	ACER	VT7600G	1AEH00	MINITOWER
98303	PROCESSOR	ACER	VT7600G	01EH00	MINITOWER
98304	PROCESSOR	ACER	VT7600G	05EH00	MINITOWER
98305	PROCESSOR	ACER	VT7600G	0AEH00	MINITOWER
98307	PROCESSOR	ACER	VT7600G	0FEH00	MINITOWER



98308	PROCESSOR	ACER	VT7600G	04EH00	MINITOWER
98309	PROCESSOR	ACER	VT7600G	19EH00	MINITOWER
98310	PROCESSOR	ACER	VT7600G	14EH00	MINITOWER
98313	PROCESSOR	ACER	VT7600G	11EH00	MINITOWER
98316	PROCESSOR	ACER	VT7600G	03EH00	MINITOWER
98317	PROCESSOR	ACER	VT7600G	12EH00	MINITOWER
98323	PROCESSOR	ACER	VT7600G	09EH00	MINITOWER
98329	PROCESSOR	ACER	VT7600G	18EH00	MINITOWER
98335	PROCESSOR	PANASONIC	CF-50LB2	3KYUA08125	LAPTOP
98336	PROCESSOR	PANASONIC	CF-50LB2	3KUA8123	LAPTOP
98337	PROCESSOR	PANASONIC	CF-50LB2	3KUA08121	LAPTOP
98338	PROCESSOR	PANASONIC	CF-50LB2	3KYUA08122	LAPTOP
98339	PROCESSOR	PANASONIC	CF-50LB2	3KUA08124	LAPTOP
98340	PROCESSOR	PANASONIC	CF-50LB2	3KUA08104	LAPTOP
98341	PROCESSOR	PANASONIC	CF-50LB2	3KYUA08105	LAPTOP
98342	PROCESSOR	PANASONIC	CF-50LB2	3KUA0118	LAPTOP
98343	PROCESSOR	PANASONIC	CF-50LB2	3KUA08103	LAPTOP
98344	PROCESSOR	PANASONIC	CF-50LB2	3KYUA08120	LAPTOP
98345	PROCESSOR	PANASONIC	CF-50LB2	3KUA08102	LAPTOP
98346	PROCESSOR	PANASONIC	CF-50LB2	3KUA08119	LAPTOP
98347	PROCESSOR	PANASONIC	CF-50LB2	3KUA08117	LAPTOP
98348	PROCESSOR	PANASONIC	CF-50LB2	3KYUA08115	LAPTOP
98350	PRINTER	CANON	I80	XAFD43046	INKSET PRINTER
98351	PRINTER	CANON	I80	XAFD43006	INKSET PRINTER
98352	PRINTER	CANON	I80	XAFD41801	INKSET PRINTER
98353	PRINTER	CANON	I80	XAFD43435	INKSET PRINTER
98354	PRINTER	CANON	I80	XAFD28793	INKSET PRINTER
98355	PRINTER	CANON	XAFD43444	XAFD4344	INKSET PRINTER
98356	PRINTER	CANON	I80	XAFD1800	INKSET PRINTER
98357	PRINTER	CANON	I80	XAFD43451	INKSET PRINTER
98358	PRINTER	CANON	I80	XAFD41802	INKSET PRINTER
98359	PRINTER	CANON	I80	XAFD43445	INKSET PRINTER
98360	PRINTER	CANON	I80	XAFD28779	INKSET PRINTER
98361	PRINTER	CANON	I80	XAFD43447	INKSET PRINTER
98362	PRINTER	CANON	I80	XAFD43396	INKSET PRINTER
98363	PRINTER	CANON	I80	XAFD43442	INKSET PRINTER
98364	PRINTER	CANON	I80	XAFD43443	INKSET PRINTER
98371	DISPLAY UNIT	NEC	LCD1760V	38066049GA	17" LCD MONITOR
98394	SERVER	DELL	700	MN28P4	POWEREDGE
98425	AMPLIFIER/HEADSET	PLANTRONICS	M12	VM8703	CONTRACT # 00D00893 TASK ORDER TO20001
98426	AMPLIFIER/HEADSET	PLANTRONICS	M12	VM8679	CONTRACT # 00D00893 TASK ORDER TO20001
98427	AMPLIFIER/HEADSET	PLANTRONICS	M12	VM8683	CONTRACT # 00D00893 TASK ORDER TO20001
98428	AMPLIFIER/HEADSET	PLANTRONICS	M12	VM8694	CONTRACT # 00D00893 TASK ORDER TO20001
98430	AMPLIFIER/HEADSET	PLANTRONICS	M12	VM8698	CONTRACT # 00D00893 TASK ORDER TO20001
98431	AMPLIFIER/HEADSET	PLANTRONICS	M12	VM8691	CONTRACT # 00D00893 TASK ORDER TO20001
98432	AMPLIFIER/HEADSET	PLANTRONICS	M12	VM8702	CONTRACT # 00D00893 TASK ORDER TP20001
98440	AMPLIFIER/HEADSET	PLANTRONICS	M12	VM8686	CONTRACT # 00D00893 TASK ORDER TO20001
98441	AMPLIFIER/HEADSET	PLANTRONICS	M12	VM8662	CONTRACT# 00D00893 TASK ORDER TO20001
98446	AMPLIFIER/HEADSET	PLANTRONICS	M12	VM8680	CONTRACT# 00D00893 TASK ORDER TO20001
98462	PROCESSOR	HEWLETT PACKARD	XW8000	USU42601LN	PURCHASED BY FAA FOR VOLPE USE
98465	PROCESSOR	HEWLETT PACKARD	XW8000	USU42601L4	PURCHASED BY FAA FOR VOLPE USE
98470	PROCESSOR	HEWLETT PACKARD	XW8000	USU42601LQ	PURCHASED BY FAA FOR VOLPE

					USE
98475	DISPLAY UNIT	HEWLETT PACKARD	2035	CNP421Y1D9	PURCHASED BY FAA FOR VOLPE USE 20" MONITOR
98486	DISPLAY UNIT	HEWLETT PACKARD	2035	CNP421Y1V1	PURCHASED BY FAA FOR VOLPE USE 20" MONITOR
98562	PROCESSOR	MICRON	T2200	37371170001	LAPTOP
98572	DISPLAY UNIT	SAMSUNG	910T	607953	19" LCD MONITOR
98580	PAPER SHREDDER	GBC	3220S	PN12658	STRAIGHT CUT OFFICE SHREDDER
98591	DISPLAY UNIT	SAMSUNG	910T	MJ19HCHX600403	19" LCD MONITOR
98592	DISPLAY UNIT	SAMSUNG	910T	MJ19HCHX600942	19" LCD MONITOR
98614	PROCESSOR	MICRON	T2200	K9259REX700026	LAPTOP
98625	PRINTER	HP	450CI	C811111A	MOBILE PRINTER
98657	DISPLAY UNIT	HEWLETT PACKARD	P910	HU03404385	19" COLOR MONITOR
98700	PROCESSOR	FUJITSU	ST4121	R4704932	TABLET PC
98701	PROCESSOR	FUJITSU	ST4121	R4704900	TABLET PC
98702	PROCESSOR	FUJITSU	ST4121	R4704915	TABLET PC
98703	PROCESSOR	FUJITSU	ST4121	R4704917	TABLET PC
98704	PROCESSOR	FUJITSU	ST4121	R4704927	TABLET PC
98705	PROCESSOR	FUJITSU	ST4121	R4704891	TABLET PC
98706	PROCESSOR	FUJITSU	ST4121	R4704879	TABLET PC
98707	PROCESSOR	FUJITSU	ST4121	R4704881	TABLET PC
98708	PROCESSOR	FUJITSU	ST4121	R4704882	TABLET PC
98709	PROCESSOR	FUJITSU	ST4121	R4704896	TABLET PC
98710	PROCESSOR	FUJITSU	ST4121	R4704892	TABLET PC
98711	PROCESSOR	FUJITSU	ST4121	R4704918	TABLET PC
98712	PROCESSOR	FUJITSU	ST4121	R4704893	TABLET PC
98713	PROCESSOR	FUJITSU	ST4121	R4704931	TABLET PC
98714	PROCESSOR	FUJITSU	ST4121	R4704941	TABLET PC
98715	PROCESSOR	FUJITSU	ST4121	R4704897	TABLET PC
98716	PROCESSOR	FUJITSU	ST4121	R4704887	TABLET PC
98717	PROCESSOR	FUJITSU	ST4121	R4704910	TABLET PC
98718	PROCESSOR	FUJITSU	ST4121	R4704884	TABLET PC
98719	PROCESSOR	FUJITSU	ST4121	R4704908	TABLET PC
98720	PROCESSOR	FUJITSU	ST4121	R4704895	TABLET PC
98721	PROCESSOR	FUJITSU	ST4121	R4704920	TABLET PC
98722	PROCESSOR	FUJITSU	ST4121	R4704914	TABLET PC
98723	PROCESSOR	FUJITSU	ST4121	R4704922	TABLET PC
98724	PROCESSOR	FUJITSU	ST4121	R4704902	TABLET PC
98725	PROCESSOR	FUJITSU	ST4121	R4704942	TABLET PC
98726	PROCESSOR	FUJITSU	ST4121	R4704916	TABLET PC
98727	PROCESSOR	FUJITSU	ST4121	R4704933	TABLET PC
98728	PROCESSOR	FUJITSU	ST4121	R4704937	TABLET PC
98729	PROCESSOR	FUJITSU	ST4121	R4704878	TABLET PC
98730	PROCESSOR	FUJITSU	ST4121	R4704877	TABLET PC
98731	PROCESSOR	FUJITSU	ST4121	R4704923	TABLET PC
98732	PROCESSOR	FUJITSU	ST4121	R4704876	TABLET PC
98733	PROCESSOR	FUJITSU	ST4121	R4704921	TABLET PC
98737	PROCESSOR	FUJITSU	ST4121	R4704929	TABLET PC
98738	PROCESSOR	FUJITSU	ST4121	R4704899	TABLET PC
98739	PROCESSOR	FUJITSU	ST4121	R4704926	TABLET PC
98740	PROCESSOR	FUJITSU	ST4121	R4704943	TABLET PC
98741	PROCESSOR	FUJITSU	ST4121	R4704888	TABLET PC
98742	PROCESSOR	FUJITSU	ST4121	R4704905	TABLET PC
98743	PROCESSOR	FUJITSU	ST4121	R4704907	TABLET PC
98744	PROCESSOR	FUJITSU	ST4121	R4704886	TABLET PC
98745	PROCESSOR	FUJITSU	ST4121	R4704924	TABLET PC
98746	PROCESSOR	FUJITSU	ST4121	R4704912	TABLET PC
98747	PROCESSOR	FUJITSU	ST4121	R4704880	TABLET PC
98748	PROCESSOR	FUJITSU	ST4121	R4704919	TABLET PC
98749	PROCESSOR	FUJITSU	ST4121	R4704906	TABLET PC
98750	PROCESSOR	FUJITSU	ST4121	R4704925	TABLET PC
98751	PROCESSOR	FUJITSU	ST4121	R4704939	TABLET PC
98752	PROCESSOR	FUJITSU	ST4121	R4704934	TABLET PC
98753	PROCESSOR	FUJITSU	ST4121	R4704928	TABLET PC

98754	PROCESSOR	FUJITSU	ST4121	R4704935	TABLET PC
98755	PROCESSOR	FUJITSU	ST4121	R4704930	TABLET PC
98756	PROCESSOR	FUJITSU	ST4121	R4704940	TABLET PC
98757	PROCESSOR	FUJITSU	ST4121	R4704894	TABLET PC
98758	PROCESSOR	FUJITSU	ST4121	R4704898	TABLET PC
98759	PROCESSOR	FUJITSU	ST4121	R4704913	TABLET PC
98760	PROCESSOR	FUJITSU	ST4121	R4704885	TABLET PC
98761	PROCESSOR	FUJITSU	ST4121	R4704936	TABLET PC
98762	PROCESSOR	FUJITSU	ST4121	R4704909	TABLET PC
98763	PROCESSOR	FUJITSU	ST4121	R4704938	TABLET PC
98764	PROCESSOR	FUJITSU	ST4121	R4704944	TABLET PC
98765	PROCESSOR	FUJITSU	ST4121	R4704883	TABLET PC
98766	PROCESSOR	FUJITSU	ST4121	R4704904	TABLET PC
98767	PROCESSOR	FUJITSU	ST4121	R4704911	TABLET PC
98768	PROCESSOR	FUJITSU	ST4121	R4704903	TABLET PC
99089	DISPLAY UNIT	HEWLETT PACKARD	P9614A	CNP427Y0N0	TRANSFER FROM FAA TO VOLPE
99092	DISPLAY UNIT	SAMSUNG	910T	MJ19HCHX607100	19" MONITOR
99093	DISPLAY UNIT	SAMSUNG	910T	MJ19HCHX607478	19" MONITOR
99094	DISPLAY UNIT	SAMSUNG	910T	MJ19HCHX411741	19" MONITOR
99095	DISPLAY UNIT	SAMSUNG	910T	MJ19HCHX411742	19" MONITOR
99123	DISPLAY UNIT	DELL	094WRF	16K30AC	19" MONITOR
99260	PROCESSOR	ACER	V7600GT	0DEH00	NDA
99262	PROCESSOR	ACER	V7600GT	19EH00	NDA
99596	PROCESSOR	MPC	T2200	K9249REXA00064	LAPTOP
99598	POWER SUPPLY	APC	SUA1500	AS0445221903	BACKUP UNIT
99619	PRINTER	FUJITSU	FI-4530C	3790	NDA
99623	PROCESSOR	HEWLETT PACKARD	DC5000	2UA50609DG	MICROTOWER
99624	PROCESSOR	HEWLETT PACKARD	DC5000	2UA50609DF	MICROTOWER
99698	PROCESSOR	PANASONIC	CF-51B	4HMTA03951	LAPTOP
99808	FACSIMILE SET	XEROX	470CX	MC7-116588	WORKCENTRE
99811	PROCESSOR	NORSEMAN	933	4620-15	NDA
99903	POWER SUPPLY	APC	SUA1000	AS0446312254	BACKUP UNIT
99904	POWER SUPPLY	APC	SUA1000	AS0446312240	BACKUP UNIT
99905	POWER SUPPLY	APC	SUA1000	AS0446312262	BACKUP UNIT
99906	POWER SUPPLY	APC	SUA1000	AS0446312292	BACKUP UNIT
99907	POWER SUPPLY	APC	SUA1000	AS0446312293	BACKUP UNIT
99908	POWER SUPPLY	APC	SUA1000	AS0446312222	BACKUP UNIT
99909	POWER SUPPLY	APC	SUA1000	AS0446312248	BACKUP UNIT
99910	POWER SUPPLY	APC	SUA1000	AS0446312181	BACKUP UNIT
99911	POWER SUPPLY	APC	SUA1000	AS0446312291	BACKUP UNIT
99912	POWER SUPPLY	APC	SUA1000	AS0446312275	BACKUP UNIT
99913	POWER SUPPLY	APC	SUA1000	AS0446312243	BACKUP UNIT
99914	POWER SUPPLY	APC	SUA1000	AS0446312160	BACKUP UNIT
99915	POWER SUPPLY	APC	SUA1000	AS0446312267	BACKUP UNIT
99916	POWER SUPPLY	APC	SUA1000	AS0446312255	BACKUP UNIT
99917	POWER SUPPLY	APC	SUA1000	AS0446312224	BACKUP UNIT
99918	POWER SUPPLY	APC	SUA1000	AS0446312261	BACKUP UNIT
99919	POWER SUPPLY	APC	SUA1000	AS0446312268	BACKUP UNIT
99920	POWER SUPPLY	APC	SUA1000	AS0446312265	BACKUP UNIT
99921	POWER SUPPLY	APC	SUA1000	AS0446312273	BACKUP UNIT
99922	POWER SUPPLY	APC	SUA1000	AS0446312289	BACKUP UNIT
99923	POWER SUPPLY	APC	SUA1000	AS0446312289	BACKUP UNIT
99924	POWER SUPPLY	APC	SUA1000	AS0446312167	BACKUP UNIT
99925	POWER SUPPLY	APC	SUA1000	AS0446312161	BACKUP UNIT
99926	POWER SUPPLY	APC	SUA1000	AS0446312159	BACKUP UNIT
99927	POWER SUPPLY	APC	SUA1000	AS0446312162	BACKUP UNIT
99928	POWER SUPPLY	APC	SUA1000	AS0446312177	BACKUP UNIT
99929	POWER SUPPLY	APC	SUA1000	AS0446312195	BACKUP UNIT
99930	POWER SUPPLY	APC	SUA1000	AS0446312163	BACKUP UNIT
99931	POWER SUPPLY	APC	SUA1000	AS0446312272	BACKUP UNIT
99932	POWER SUPPLY	APC	SUA1000	AS0446312288	BACKUP UNIT

**J.9 CONTRACT SECURITY CLASSIFICATION SPECIFICATION, DD-254**

<b>DEPARTMENT OF DEFENSE</b>  <b>CONTRACT SECURITY CLASSIFICATION SPECIFICATION</b>  <i>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort.)</i>			<b>1. CLEARANCE AND SAFEGUARDING</b> a. FACILITY CLEARANCE REQUIRED  <div style="text-align: center;"><b>TOP SECRET</b></div> b. LEVEL OF SAFEGUARDING REQUIRED  <div style="text-align: center;"><b>SECRET</b></div>	
<b>2. THIS SPECIFICATION IS FOR: (x and complete as applicable)</b>			<b>3. THIS SPECIFICATION IS: (x and complete as applicable)</b>	
<input type="checkbox"/>	a. PRIME CONTRACT NUMBER		<input checked="" type="checkbox"/> a. ORIGINAL (Complete date in all cases)	DATE (YYMMDD)  05/03/28
<input type="checkbox"/>	b. SUBCONTRACT NUMBER		<input type="checkbox"/> b. REVISED (Supersedes all previous specs) <div style="display: inline-block; width: 150px; border-left: 1px solid black; padding-left: 5px;">Revision No.</div>	DATE (YYMMDD)
<input checked="" type="checkbox"/>	c. SOLICITATION OR OTHER NUMBER <b>DTRT57-05-R-20106</b>	<b>DUE DATE (YYMMDD)</b>  <div style="text-align: center;"><b>TBD</b></div>	<input type="checkbox"/> c. FINAL (Complete Item 5 in all cases)	DATE (YYMMDD)
<b>4. THIS IS A FOLLOW-ON CONTRACT?</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO. If Yes, complete the following: Classified material received or generated under <b>DTRS57-00-C-10045</b> (Preceding Contract Number) is transferred to this follow-on contract.				
<b>5. IS THIS A FINAL DD FORM 254?</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. If Yes, complete the following: In response to the contract _____, retention of the identified classified material is authorized _____ of				
<b>6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)</b>				
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)	
<b>7. SUBCONTRACTOR</b>				
a. NAME, ADDRESS, AND ZIP CODE		b. CAGE CODE	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip code)	
<b>8. ACTUAL PERFORMANCE</b>				
a. LOCATION  <b>See Block 13</b>		b. CAGE CODE	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)	
<b>9. GENERAL IDENTIFICATION OF THIS PROCUREMENT</b> On-site Transportation Information Project Support (TRIPS) services at the Volpe National Transportation Systems Center				

10. THIS CONTRACT WILL REQUIRE ACCESS TO:	YES	NO	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:	YES	NO
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. RESTRICTED DATA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	b. RECEIVE CLASSIFIED DOCUMENTS ONLY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	c. RECEIVE AND GENERATE CLASSIFIED MATERIAL	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d. FORMERLY RESTRICTED DATA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
e. INTELLIGENCE INFORMATION:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	e. PERFORM SERVICES ONLY	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(1) Sensitive Compartmented information (SCI)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(2) Non-SCI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER	<input type="checkbox"/>	<input checked="" type="checkbox"/>
f. SPECIAL ACCESS INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	h. REQUIRE A COMSEC ACCOUNT	<input type="checkbox"/>	<input checked="" type="checkbox"/>
g. NATO INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	i. HAVE TEMPEST REQUIREMENTS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
h. FOREIGN GOVERNMENT INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
i. LIMITED DISSEMINATION INFORMATION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
j. FOR OFFICIAL USE ONLY INFORMATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	l. OTHER ( <i>Specify</i> )	<input type="checkbox"/>	<input type="checkbox"/>
k. OTHER ( <i>Specify</i> )	<input type="checkbox"/>	<input type="checkbox"/>			

**12. PUBLIC RELEASE.** Any information (*classified or unclassified*) pertaining to this contract shall not be released for public dissemination except as provided by the iNISPOM or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release

☐ Direct ☒ Through (*Specify*):

the individual indicated in block 16e to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)\* for review. In the case of non-DoD Sponsoring agencies, requests for disclosure shall be submitted to that agency.

**13. SECURITY GUIDANCE.** The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. *(Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)*

Specific and complete classification guidance will be provided by Volpe Center Sponsoring agencies if and when services requiring clearance are performed.

Access to Top Secret material will be at Sponsoring agency sites.

**14. ADDITIONAL SECURITY REQUIREMENTS.** Requirements, in addition to NISPOM requirements, are established for this contract. *(If Yes, identify the pertinent contractual clauses in the contract document itself, or provide any appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.)* ☐ Yes ☒ No

**15. INSPECTIONS.** Elements of this contract are outside the inspection responsibility of the cognizant security office. *(If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)* ☐ Yes ☒ No

**16. CERTIFICATION AND SIGNATURE.** Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL  
MICHAEL J. LEARY

b. TITLE  
Contracting Officer

c. TELEPHONE (Include Area Code)  
(617)494-2673

d. ADDRESS (Include Zip Code)  
U.S. DOT/RITA/Volpe National Transportation Systems Center  
55 Broadway  
Cambridge, MA 02142

e. SIGNATURE

**17. REQUIRED DISTRIBUTION**

- ☒ a. CONTRACTOR  
☐ b. SUBCONTRACTOR  
☒ c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR  
☐ d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION  
☒ e. ADMINISTRATIVE CONTRACTING OFFICER  
☐ f. OTHERS AS NECESSARY